

# KOLOSSAL DREAMS EVENTS BOUTIQUE

## POLICY & PROCEDURES FOR BOOKING

**Kolossal Dreams Events Boutique is Atlanta's Top Premiere Event Boutique we specialize in event planning, venue rental, event styling and equipment rentals.**

In order to book Kolossal Dreams for any of our services you must meet the following qualifications:

- Valid Driver's License
- Be 25 years of age
- Put a debit/ credit card on file for venue incidentals

All deposits and retainers are to be made via credit/debit transaction, zelle or cash app and they are non-refundable under any circumstance

Our cash app information is **\$kolossaldreams** or **4045531383** zelle info **4045531383**

All other fees can be fulfilled by using zelle or credit card

Location: **Kolossal Dreams Events Boutique**

2331 Brannen Road SE, Atlanta Georgia 30316

*All deposits and retainer fees must be paid in full before any dates, services and meetings are officially booked and confirmed on our calendar all payments due dates are to be paid on time.*

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**Print Full Name**

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**Signature**

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**Date**

# ACH / Credit Card Payment Authorization

I \_\_\_\_\_ authorize KOLOSSAL DREAMS EVENTS BOUTIQUE to charge my Credit / Debit in case of any incidentals.

- **One (1) Time Charge** – You authorize the merchant below to make a one-time charge to your Credit Card or Bank Account listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

I \_\_\_\_\_ authorize KOLOSSAL DREAMS EVENTS BOUTIQUE to charge my Credit/ Debit card a holding fee of **\$259.00**.

## Billing Details

Billing Address \_\_\_\_\_

Phone # \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

## Credit Card Information

- Visa  - MasterCard  - AMEX  - Discover

Cardholder's Name - \_\_\_\_\_

Credit Card Number - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date - \_\_\_\_ / \_\_\_\_

Security Code (CVV) - \_\_\_\_\_

**Bank (ACH) Information**

- Checking Account  - Savings Account

**Name on Account -** \_\_\_\_\_

**Bank Name -** \_\_\_\_\_

**Account Number -** \_\_\_\_\_

**Routing Number -** \_\_\_\_\_

*I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the merchant in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that the merchant may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the terms indicated in this authorization form.*

**Individual's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Kolossal Dreams Events Boutique  
2331 Brannen Road SE  
Atlanta, Georgia 30316

[kolossaldreams@gmail.com](mailto:kolossaldreams@gmail.com) | [www.kolossaldreamsevents.com](http://www.kolossaldreamsevents.com)

### Important Terms & Conditions

**Please read carefully and initial next to each line not adhering to these terms may result in a revocation of the agreement and your deposit will not be refunded:**

\_\_\_\_\_ I understand that deposits and retainer fees are non-refundable after 24 business hours upon cancellation prior to event date. All venue balances are due 30 days after your deposit was paid. If my event date is closer than the 30 day time frame I will pay in full on the agreed upon date.

\_\_\_\_\_ I understand that any fees applied towards my balance may not be transferred to another date, time and or service. If a transfer is needed a \$100 transfer fee will be due at the time of the change.

\_\_\_\_\_ I understand that all items such as party supplies, props, food, drinks etc. must be removed from Kolossal Dreams Events Boutique when I depart the facility and if not they will be discarded by the Kolossal Dreams staff or become property of Kolossal Dreams. I will follow the Kolossal Dreams cleaning checklist thoroughly.

\_\_\_\_\_ I understand if I miss my scheduled payment date that after 24 hours a late fee of \$50.00 will be applied to my total and after every 24 hours an additional \$25.00 will be applied to my total balance after 3 late fees have been applied a revocation of the original agreement may occur and no monies paid will be refunded under any circumstance. These fees also can be deducted from your original deposit.

\_\_\_\_\_ I will remove all trash from the floor(s), kitchen, bathroom and trash cans upon departure no trash can or any sort can be left in the bins or floors.

\_\_\_\_\_ I will not cook in the kitchen or put food in the sink and remove any items from the refrigerator, prep tables or sinks.

\_\_\_\_\_ There is no smoking in the front of the premises I will direct my guest to rear of the building. I will not allow my guest or myself to drink outside of the facility. I will not throw trash or debris outside of the building.

\_\_\_\_\_ If any balloons are released inside the building and are in the ceiling I understand my deposit will not be refunded and confetti is not allowed.

\_\_\_\_\_ All tables and chairs must be placed back properly in the rear of the building. All facing the same direction going the same exact way no exceptions.

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Date

**EVENT SPACE RENTAL AGREEMENT**

THIS AGREEMENT, made as of this \_\_\_\_ day of \_\_\_\_\_, 2021 by KOLOSSAL DREAMS EVENTS BOUTIQUE 2331 Brannen Road SE Atlanta, Georgia 30316 and \_\_\_\_\_(the renter).

The parties agree as follows:

The Renter shall host their event on: \_\_\_\_\_

During the time of: \_\_\_\_\_

Renter is authorized to use the Space to hold the EVENT and for no other purpose.

**Fees**

Renter shall pay to Owner a total fee of \$ \_\_\_\_\_, for the use of the Space/Linen/Table/Chairs/etc.

**Security Deposit**

Renter shall pay to Owner a security deposit of **\$250.00** upon the execution of this Agreement. Space Specifications. Deposits can only be paid in cash or thru our electronic payment systems.

Owner grants to Renter the following amenities at the Space:

Bar, Prep Kitchen, Restroom, Parking lots in the front/ rear.

Other: \_\_\_\_\_

**Disclaimers**

The Space shall be provided by the Owner as-is and Owner make no warranty regarding the suitability of the Space for Renter’s intended use. The renter shall be the only person knowledgeable of the access code to the building. Renter is the only person responsible for the cleanliness, maintenance and integrity for the venue. Also, locking the building and placing the key back in the lock box is the sole responsibility of the renter. The numerical combination should be mix where the access code will not be revealed by another patron. Any screenshots, memos, graphics, contracts, emails, text etc. are all legal binding contracts and agreements and should be followed precisely.

**Condition**

After the completion of the Event, the Renter shall leave the Space in the same or similar condition as received from the Owner. The space shall be swept and mopped if any major spills occur. If you pay a cleaning fee of **\$125.00** the Kolossal Dreams staff will clean for you this fee must be paid with your deposit. Your deposit will not be refunded if any damages are found on to wall, floor, kitchen, kitchen, décor or fixtures. You have a 15-minute grace period after the agreed upon departure time to be ready for your final walk thru. If you’re not ready and the space is not cleaned up and trash discarded your deposit will not be refunded under any circumstances.

**Damages**

**Beyond ordinary wear and tear, Renter shall be responsible for any damage caused by Renter’s use of the Space. Renter shall arrange for the repair of any such damage. In the event if Renter does not make any necessary repairs, Owner shall arrange for the same at Renter’s expense and will be perused to the fullest extent of the law.**

**Cleanup**

Renter will be responsible for clearing all trash generated at the Event and depositing it in the proper waste receptacles on site. The renter will follow the provided cleaning checklist, terms/condition form and closing instructions precisely.

**Right of Entry**

Owner shall and staff have the right to enter the Space at any time for any reasonable purpose, including any emergency that may threaten damage to Owner' property, or injury to any person in or near the Space.

**Indemnification**

Renter hereby indemnifies and holds harmless Owner from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Renter's use of the Space, including any acts or omissions on the part of Renter, its employees, officers, directors, independent contractors, or other agents. Renter shall notify Owner of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury.

**Revocation**

Owner shall have the right to revoke the contract at any time prior to the Event Date, provided it gives Renter prior written notice of revocation. In the event that Owner revokes the agreement prior to the Event for reasons other than nonpayment of fees or breach of this Agreement by Renter, Owner shall refund to Renter the full amount paid by Renter in connection with this Agreement. Owner also has the right to cancel an Event during the Event if the Renter is not upholding their contractual, verbal and written agreement.

**Cancellation**

Renter may cancel the Event by notifying Owner by providing notice thirty (30) days or more before the Event Date. In such an event, Owner shall not refund any fees paid towards your event.

**Natural Disasters or Unexpected Incidents**

Kolossal Dreams Events Boutique is dedicated to superb service. Kolossal Dreams Events Boutique leases a property space from (M Entertainment Management). "We" do not have any legal rights to 2331 Brannen Road Atlanta, Georgia 30316. In the event of natural disasters or rarity incidents pertaining to the weather, climate, building structure, building mishaps, building maintenance, parking lot appearance, landscape upkeep is not in Kolossal Dreams Events Boutique control. Kolossal Dreams Events Boutique will do everything in our power to ensure a positive, safe and wonderful experience for you and you guest. Therefore, refunds and deposits will not be issued for unforeseen circumstances. We will work with each client on a fair and individual basis pertaining any unsatisfactory issues.

**Assignment**

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.

**Governing Law**

This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of Georgia without regard to conflicts of law principles.

**Entire Agreement**

This Agreement constitutes the entire agreement between Renter and Owner, and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this.

**Agreement.**

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

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Renter



GEORGIA 30316

KOLOSSAL DREAMS EVENTS BOUTIQUE  
2331 BRANNNE ROAD SE | ATLANTA,  
470-735-5332

## CLOSING INSTRUCTIONS

### Reminder:

- Client is responsible for breaking down, leaving on time and cleaning up thoroughly.
- Do not mop the entire floor if you don't have to ***only*** the areas that are in need of mopping the floors cannot be **sticky or greasy under any circumstance this will forfeit your deposit.**
- Do not allow balloons to be released in the ceiling and please discard all trash in both the bathroom and large trash can.
- No food is to be left in the sink or refrigerator. If any Kolossal Dreams Events Boutique property is used it is put back properly.
- Place all the tables and chairs neatly in the back behind the black curtain all going the same direction facing the same way this is ***super important no exceptions.***
- Please be sure that you do not bend or knock down the black curtain.

### Closing Instructions:

#### Turn all lights off

- 1-on the wall by window to the left
- 2-circle switch on the white glitter wall
- 3-on the wall by bathroom on the right in the back
- 4-floor lamp in bathroom

The trash is to be discarded in the rear of the building in the dumpster behind our suite.

After all lights are off and cleaning check list has been completed. The silent alarm will automatically come on 15 minutes after your scheduled departure time. Be sure to mix the numerical combination to the lock box.

## CLEANING CHECKLIST

### BATHROOM

- All trash removed out of waste basket
- No trash on the floor
- Swept and mopped if necessary
- Cut the light off
- FLOORS AREN'T GREASY OR STICKY

### HALLWAY

- No trash on the floor
- Swept and mopped if necessary
- WIPE STAINS OFF WALL
- FLOORS ARENTGREASY OR STICKY

### MAIN AREA

- No trash on the floor
- Swept and mopped if necessary
- TABLE/ CHAIRS BROKEN DOWNED AND FOLDED UP NEATLY
- BAR / TABLES WIPED DOWN NO STAINS OR SPOTS
- WIPE STAINS OFF WALL
- FLOORS AREN'T GREASY OR STICKY

### KITCHEN

- ALL COUNTER TOPS WIPED DOWN THOROUGHLY
- NO FOOD LEFT IN OVEN, FRIDGE, OR PREP TABLES
- NO DISHES IN SINK
- NO FOOD IN SINK
- TRASH REMOVED FROM TRASH CAN AND FLOOR
- Swept and mopped if necessary
- WIPE STAINS OFF WALL
- FLOORS AREN'T GREASY OR STICKY

***No trash or broken glass outside of the venue, parking lot, red carpet, sidewalk or grass.***

**THESE TERMS ARE NON-NEGOTIABLE PLEASE USE THIS CHECKLIST AND ABIDE BY IT THOROUGHLY IF (ANY) TERM AND CONDITION IS NOT FOLLOWED AND UP TO KOLOSSAL DREAMS EVENTS BOUIQUE STANDARD YOUR DEPOSIT WILL NOT REFUNDED UNDER ANY CIRCUMSTANCE**