

## IT'S TIME TO GLOW™ EVENT SERVICES AND RENTAL AGREEMENT

This Services and Event Rental Agreement ("Agreement") is entered into between IT'S TIME TO GLOW, LLC, with address of 6865 Kerrywood Circle, Centreville, VA 20121 ("Company") and \_\_\_\_\_, with address of \_\_\_\_\_ ("Client"). This Agreement is effective when executed by both Client and Company. In consideration of the mutual covenants and agreements contained in this Agreement, Company and Client agree as follows:

### 1. EVENT DETAILS/SERVICES AND RENTAL PERIOD

#### 1.1 Event Details:

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Guest Count: \_\_\_\_\_

**1.2 Services and Rental Period.** Company will provide the Services and Rented Equipment at the Event Location for a period of SIX (6) HOURS, from the Event Start Time to the Event End Time identified above. Client will be charged an hourly rate of \$300 per hour (or fraction thereof) if the Services and Rental Period exceeds Six (6) Hours.

**1.3 Delivery/Setup/Removal Access Times.** Client will provide Company access to the Event Location at least Two (2) Hours before the Event Start Time for Company to set up of Services and Rented Equipment and at least Two (2) Hours after the Event End Time for Company to remove Services and Rented Equipment. Client's failure to provide timely access to Company may result in delays to starting availability of Services and Rented Equipment for which Client will not receive a refund.

### 2. SERVICES AND RENTED EQUIPMENT

Company will provide the following Services and Rented Equipment to Client at the rates specified (check applicable):

#### RENTED EQUIPMENT:

- 30 x 20 Tent (Standard Tent) Package - \$2,000**  
Fits maximum 50 people. Includes: 30 foot x 20 foot Tent, 30 LED cube chairs, 3 LED Tables, 1 LED Light Projector, 1 smoke effect machine
- 40 x 60 Tent (Large Tent) Package - \$3,000**  
Fits maximum 100 people. Includes: 40 foot x 60 foot Tent, 60 LED cube chairs, 6 LED Tables, 1 LED Light Projector, 1 smoke effect machine
- LED Screen - \$1,200 (6 hours)**
- LED Dance Floor 12 foot x 12 foot (Available for Standard Tent and Large Tent) - \$800**
- LED Dance Floor 16 foot x 16 foot (Available for Standard Tent and Large Tent) - \$1,100**
- LED Dance Floor 20 foot x 20 foot (Available for Large Tent) - \$1,500**
- LED Dance Floor 24 foot x 24 foot (Available for Large Tent) - \$2,300**
- Backup Generator - \$400 (6 hours, Client must order 72 hours before Event Start Time)**

#### SERVICES

- DJ Service - \$1,500 (6 hours, service unavailable after 10:00 pm)**  
Includes: Professional DJ, sound equipment, LED DJ Booth
- Non-Alcoholic Beverage Service - \$1,000 (6 hours)**  
Includes: Server, LED Bar, 200 cans (assorted soft drink, water)
- Party Favors - \$1,250**  
Includes: 50 LED eyeglasses, 50 neon bracelets, 50 neon foam tubes

**ALL-INCLUSIVE BUNDLE PACKAGE** - 5% Discount when Client books Tent, LED Screen, Dance Floor, DJ Service, Non-Alcoholic Beverage Service, and Party Favors together.

### 3. PAYMENT TERMS

**3.1 Services and Rental Amount.** Client agrees to pay Company \$\_\_\_\_\_ for the Services and Rented Equipment selected in Section 2 of this Agreement. Additional charges may accrue depending on whether the Event exceeds the 6-hour Services and Rental Period, whether the Client prevents Company from retrieving Rented Equipment, and whether Rented Equipment is damaged.

**3.2 Non-Refundable Deposit.** A non-refundable deposit of 50% (\$\_\_\_\_\_) of the estimated Services and Rental Amount is due upon execution of this Agreement to confirm reservation. The deposit is NON-REFUNDABLE under any circumstance, including cancellation or rescheduling of the Event due to weather or Force Majeure. The Non-Refundable deposit will be credited against Client amounts due under this Agreement.

**3.3 Final Payment.** Client agrees to pay the remaining balance (\$\_\_\_\_\_) to Company no later than Forty-Eight (48) hours before the Event Start Time. Client's failure to make timely final payment is a material breach of this Agreement.

**3.4 Late Payment.** Late payments will incur interest at 10% per annum. Company reserves right to cancel or postpone Services and Rented Equipment until Client makes payment in full.

**3.5 Form of Payment.** Company accepts payment by cash, check payable to "It's Time to Glow, LLC," credit card (Visa, MasterCard, American Express, Discover), or Venmo.

**4. COMPANY'S TITLE AND OWNERSHIP OF RENTED EQUIPMENT.** The Rented Equipment will at all times be and remain the sole and exclusive property of Company. Client will have only the limited right to use the Rented Equipment in accordance with the terms of this Agreement. Company will have the right to display notice of its ownership of the Rented Equipment by an identifying stencil, plate, or other marking, and Client agrees that it will not remove or cover such markings without Company's prior written consent. It is expressly intended and agreed that the Rented Equipment will be personal property even though the Rented Equipment may be affixed or attached to the property.

### 5. PROPERTY ACCESS, PERMITS, AND PARKING

**5.1 Property Access.** Client grants to Company the right to enter the Event Location for delivery, set up, inspection, operating, and retrieving the Rented Equipment and for performance of the Services included in this Agreement. This right to enter includes vehicles, trucks, and trailers necessary for unloading and loading the Rented Equipment. Client will provide a minimum 8-foot unobstructed clearance for vehicles to access and enter the Event Location. Client will ensure gates are unlocked, pets are secured, and access routes are clear.

**5.2 Permits.** Client is solely responsible for obtaining all necessary permits, licenses, and approvals from government authorities, homeowners associations, and/or property managers, including, but not limited to, tent permits, noise permits, and special event permits. Company is not responsible for Event cancellation or postponement due to lack of proper permits.

**5.3 Parking for Unloading/Loading of Rented Equipment.** Client will provide Company with safe, legal parking within 50 feet of where the Rented Equipment is to be set up for the Event. Client will obtain all necessary parking permits and or permissions from government authorities, homeowners associations, and/or property managers, including permits or permissions required for establishing a designated loading zone that is free from other vehicles or obstacles on the Event date. Client will reimburse Company for any parking tickets, towing fees, or vehicle damage incurred by Company due to Client's failure to obtain necessary permits or permissions.

**5.4 Rented Equipment Retrieval.** If Company is denied access to the Event Location for retrieving the Rented Equipment, Client will be charged a daily rental fee of 150% of the Rented Equipment Rate in Section 2 of this Agreement for each day that Company is denied access. Company reserves the right to seek legal remedies including court orders for property access. Client will be liable to Company for attorney's fees and costs incurred by Company to obtain return of the Rented Equipment.

**6. WEATHER.** Company cannot guarantee weather conditions. Rented Equipment equipped with LED cannot be used in rain or snow due to potential equipment damage and safety concerns. If rain or snow is forecasted for the Event Date, Company reserves the right to remove LED equipped Rented Equipment from the scope of this Agreement and to adjust the Services and Rental Amount to reflect the scope reduction. Additionally, Company reserves the right to postpone the Event in its entirety if winds are expected to exceed 20 mph or National Weather

Service warnings are issued. No refunds will be issued to Client for any weather-related postponements, but Client may reschedule the Event to an alternate date within Twelve (12) Months subject to availability.

7. **FORCE MAJEURE.** Neither Company nor Client will be liable to the other for performance delay or non-performance of this Agreement if the performance delay or non-performance is due to a Force Majeure event beyond their reasonable control, including, but not limited to, floods, earthquakes, fire, power failure, strikes, acts of war or terrorism, civil unrest, epidemics, pandemics, government restrictions, transportation disruptions, or acts of God.

## 8. **SITE CONDITIONS & SAFETY**

8.1 **Safe Entrance.** Client warrants the Event Location has safe, unobstructed entrance/egress for delivery vehicles; flat, level, stable surfaces; adequate overhead clearance (minimum 10 feet); and firm ground conditions.

8.2 **Water Safety.** Client acknowledges and agrees that all electrical Rented Equipment must be kept a minimum of 15 feet away from all water sources (e.g., pools, lakes, ponds, spas, fountains, etc.). Company may cancel the Event without refund to Client if this minimum clearance is unavailable.

8.3 **Glass and Sharp Objects.** Client acknowledges and agrees that NO GLASS BOTTLES, CUPS, OR CONTAINERS, OR SHARP OBJECTS are permitted within 15 feet of the tent or other Rented Equipment.

8.4 **Water Toys.** Client acknowledges and agrees that NO WATER BALLOONS, WATER GUNS, OR SIMILAR TOYS are permitted inside the tent.

8.5 **Smoking and Cooking.** Client acknowledges and agrees that NO SMOKING, FLAMES, OR COOKING OR HEATING FOOD are permitted within 15 feet of the tent.

8.6 **Client Decorations.** Client acknowledges and agrees that Client will not attach any decorations, signs, or materials to Rented Equipment without Company's prior written consent. At no time will Client apply nails, screws, staples or other sharp objects to Rented Equipment. Client is responsible for all setup and removal of Client supplied decorations.

8.7 **Adult Supervision.** Client acknowledges and agrees that Client must provide ADULT SUPERVISION at all times for the safety of all children present during the Event. Company is not responsible for the supervision of children.

8.8 **Site Construction.** If the Event Location is undergoing construction, renovation, or maintenance that may affect Event setup, safety, or guest experience, Client must disclose this to Company in writing when entering into this Agreement. Company reserves the right to cancel the Event if undisclosed conditions render the Event unsafe or impractical.

9. **POWER SUPPLY & ELECTRICAL.** Client acknowledges that Company is not responsible for any damage resulting from non-protected GFCI Circuits or Overloaded Electrical Lines. Client will provide for Company's use (i) dedicated, secure electrical lines with adequate capacity (110V/220V), (ii) GFCI-protected outlets for all outdoor/wet locations, (iii) electrical service rated for total equipment amperage plus 20% safety margin, and (iv) proper grounding per National Electrical Code.

10. **CARE OF RENTED EQUIPMENT.** Client will be responsible for any and all damage to the Rented Equipment not caused by ordinary wear and tear. "Ordinary wear and tear" means only the normal deterioration of the Rented Equipment caused by ordinary, reasonable and proper use of the Rented Equipment. Damage which is not "ordinary wear and tear" includes, but is not limited to, cutting or tearing of the tent, damage due to overturning Rented Equipment, or improper use or abuse of Rented Equipment, including by horse play or other rowdy conduct. Client will be liable to Company for any and all damage which is not ordinary wear and tear in an amount equal to a \$500 cleaning fee plus repair costs or full replacement costs if damaged Rented Equipment cannot be reasonably repaired.

11. **LOCAL NOISE ORDINANCE COMPLIANCE.** Client will comply with all local noise ordinances, including, but not limited to, restrictions on the use of amplified music or excessive noise. Company is not responsible for ensuring compliance. Client assumes full responsibility for all noise violations, fines, and penalties.

12. **ALCOHOLIC BEVERAGES.** If Client is supplying or serving alcoholic beverages during the Event, Client agrees to obtain host liquor liability insurance naming Company as an Additional Insured. Client agrees to ensure that all person(s) in anyway connected with the Event

refrain from serving alcoholic beverages to any person under the age of Twenty-One (21) or appears to be intoxicated. Client expressly acknowledges and agrees that Company and its staff are not authorized to supply or serve alcoholic beverages, frugs, or other intoxicants during the Event. CLIENT WILL INDEMNIFY, DEFEND, AND HOLD HARMLES COMPANY AND ITS STAFF FROM AND AGAINST ANY AND ALL LIABILITIIES, CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION ATTORNEYS' FEES) ARISING FROM OR ASSOCIATED WITH THE PROVISION OF ANY ALCOHOLIC BEVERAGES, DRUGS, OR OTHER INTOXICANTS TO ANY PERSON.

### **13. ZERO TOLERANCE STAFF PROTECTION POLICY**

**13.1 Zero Tolerance Policy.** Company maintains a ZERO TOLERANCE POLICY regarding treatment of the Company's staff. Client and Client's guests are strictly prohibited from directing the following actions towards the Company's staff: (i) discriminating based on protected characteristics against, (ii) verbal abuse, yelling, or threatening language, (iii) hate speech or derogatory remarks, (iv) sexual misconduct or harassment, or (v) physical aggression or violence.

**13.2 Consequences.** Violation of this Zero Tolerance Policy will result in immediate service termination without refund, staff removal, permanent ban of Client from future contracts with Company, and potential law enforcement reporting.

**13.3 Client Responsibility.** Client will ensure Client's guests comply with this Zero Tolerance Policy and agrees to indemnify, defend, and hold harmless Company from any claims arising from staff mistreatment by Client or Client's guests.

### **14. LIABILITY & INDEMNIFICATION**

**14.1 Guest Liability.** COMPANY IS NOT RESPONSIBLE FOR ANY GUESTS AT THE EVENT LOCATION. Client assumes full responsibility for guest safety, conduct, and supervision.

**14.2 Guest Property.** Company is not responsible for loss, theft, or damage to any guest personal property.

**14.3 Pet Liability.** Company is not responsible for loss, injury, or death of any pets.

**14.4 INDEMNIFICATION.** TO THE FULLEST EXTENT PERMITTED BY LAW, CLIENT WILL INDEMNIFY, DEFEND, AND HOLD HARMLESS COMPANY FROM AND AGAINST CLAIMS, DAMAGES, LOSSES, AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, ARISING OUT OF OR RESULTING FROM THE EVENT, PROVIDED THAT SUCH CLAIM, DAMAGE, LOSS, OR EXPENSE IS ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE, OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY, BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS OR OMISSIONS OF THE CLIENT, THE CLIENT'S GUESTS, OR THE CLIENT'S OTHER VENDORS.

**14.5 LIMITATION OF LIABILITY.** IN NO EVENT WILL COMPANY'S TOTAL LIABILITY TO CLIENT FOR CLAIMS ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE EVENT EXCEED THE TOTAL COMPENSATION RECEIVED BY COMPANY PURSUANT TO THIS AGREEMENT. CLIENT WAIVES SPECIAL, PUNITIVE, AND CONSEQUENTIAL DAMAGES FOR CLAIMS ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE EVENT. CLIENT AGREES THAT THIS AGREEMENT IS SOLELY AN OBLIGATION OF COMPANY AND THAT NO PERSONAL LIABILITY WILL ATTACH TO ANY MEMBER, OFFICER, OR EMPLOYEE OF COMPANY.

**15. DISPUTES.** Any suit arising under this Agreement must be brought in a state court of competent jurisdiction in Fairfax County, Virginia, and Client and Company consent to the personal and exclusive jurisdiction and venue of these courts. This Agreement shall be governed by the laws of the Commonwealth of Virginia without reference to Virginia's choice of law rules. All disputes will first be subject to mediation as a condition precedent to commencing any legal action. CLIENT AND COMPANY EACH WAIVE THEIR RIGHT TO JURY TRIAL OF ANY CLAIM OR CAUSE OF ACTION, BASED ON OR ARISING OUT OF THIS AGREEMENT OR THE EVENT, INCLUDING WITHOUT LIMITATION CONTRACT, TORT, AND ALL OTHER COMMON LAW AND STATUTORY CLAIMS.

**16. LEGAL FEES AND COSTS.** If Company retains an attorney to enforce any obligations under this Agreement, including without limitation payment obligations or the return of Rented Equipment, Company will be entitled to recover its reasonable attorneys' fees and court costs incurred in such action or proceeding from Client.

**17. INTELLECTUAL PROPERTY.** IT'S TIME TO GLOW™ is a trademark pending registration. Copyright © 2026 It's Time to Glow - All Rights Reserved. No unauthorized use of trademarks, logos, or marketing materials permitted.

**18. PHOTOGRAPHY/VIDEO RIGHTS.** Client consents to Company's use of photographs and video of the Event for marketing, advertising, and promotional purposes without compensation. Client waives any right to inspect or approve finished photographs.

**19. SEVERABILITY.** If any provision of this Agreement is found to be unenforceable, illegal, or unconscionable by a court of competent jurisdiction, such provision will be stricken from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.

**20. ASSIGNMENT.** Client may not assign this Agreement without Company's prior written consent. Any attempted assignment without such prior consent is void.

**21. ENTIRE AGREEMENT.** This Agreement constitutes the full agreement between Company and Client. Any prior agreements, whether written or oral, promises, negotiations, or representations not expressly set forth in this Agreement have no force or effect. This Agreement may not be amended, modified, or supplemented except by a written modification signed by Company and Client.

By executing this Agreement Client represents and warrants that Client has read this Agreement and agrees to its terms, and that Client is at least 18 years of age and legally competent to enter into this Agreement.

CLIENT SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

IT'S TIME TO GLOW, LLC SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_