

ME & RILEY

CONTEMPORARY EVENTS

EVENT BOOKING TERMS & CONDITIONS

- The client will be provided (by email) with a complete invoice the evening prior to the event.
- A fee of 250aed will be charged in the case of any dishonoured cheque payments.
- No cancellation changes may be made to a proposal within 5 business days of an event.
- An event that is cancelled within 5 business of the event will incur a 100% cancellation fee
- Should a client wish to re-schedule an event this may be done up to 72hrs before the event only and subject to availability.
- Extending the event timing is only available at the discretion of me&riley, and extra charges will apply.
- Extra items/services must be requested by the client more than 5 business days before the event. Please note, exceptions may be possible to this condition, however not promised.
- Any damages to me&riley property will be charged at the discretion of me&riley management.
- Any loss of me&riley property will be charged at the discretion of me&riley management.
- A me&riley event planner or supervisor on location is only responsible for event related solutions, any type of domestic help (eg. food service) is arranged either separately by me&riley or provided personally by domestic help.
- Any harassment of any nature towards me&riley staff or vendors will not be tolerated.
- Reckless behavior is strictly forbidden due to discomfort of others and personal injuries. me&riley bears no liability for such injuries and reserves the right to take appropriate action.
- Photo disclaimer: Every event is unique. Photographs of past me&riley events are examples of what an event can look like. me&riley do not accept any responsibility for the events that do not look exactly the same as photographs displayed. All material, catering, cakes, balloons and accessories are subject to availability and change seasonally.
- Should your event be held in a location other than your own premises please ensure that you arrive at the location at least 1.5 hrs prior to the advertised event start time.
- Permissions for space usage and activities from governing bodies such as Nakheel, Emaar and Meraas are the responsibility of the client | our team are not available for negotiating or gaining permissions or NOCs. Gate access must be arranged ahead of time by the client.

Validity

This quotation is valid 3 days from the date it is received.

Payment Terms

50% non refundable deposit payable on confirmation of the quotation.

50% balance to be paid on the day of the event.

Bank Transfer | Cash | Cheque

Cheque payable to me&riley contemporary events management

Please note a fee of 250aed will be charged in the case of any dishonoured cheque payments.

Bank Details

me&riley contemporary events management

TRN – 100393667900003

Branch – SH Zayed Rd Dubai – RAK Bank

Account number – 0122078901001

IBAN – AE43 0400 0001 2207 8901 001

Account type – Current Account

Swift Code - NRAKAEAK

Approved by:

Date:

Signature:

Please be informed that in compliance with Federal Laws & Regulations in regards to the 5% VAT (Value Added Tax) implementation effective from 1st January 2018, our company has registered with FTA (Federal Tax Authority) and our details are as follows |

TRN – 100393667900003

Company Name – me&riley contemporary events management LLC

Effective from 1st January 2018, all invoices sent to our clients will be subject to applicable VAT charges

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