

This Event Rescheduling Contract is made & entered into on _____

date

Primary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

The purpose of this Agreement is to outline the terms and conditions that apply when a Client requests to reschedule an event previously booked with First Class Event Services. This addendum is binding and must be fully executed to process any change of date.

Rescheduling Overview

Rescheduling an event is considered a new service agreement, and as such, it is subject to new availability and requires an additional deposit. This deposit is entirely separate from any previously paid amounts under the original event contract, except in cases where the original event has been paid in full.

Rescheduling is NOT guaranteed until:

- This Rescheduling Contract is signed and returned.
- A second deposit, as defined in Section 3, is submitted and cleared.
- The newly requested date is confirmed as available by the Company.

Second Deposit Requirement

To reserve a new date, a second non-refundable deposit is required, regardless of prior payments made toward the original contract. This second deposit:

- Does not apply or transfer from the original deposit.
- Is treated as a new security deposit for the newly requested date.
- Will only be waived if the original event has been paid in full at the time of the rescheduling request.

Failure to submit this deposit with the signed Rescheduling Contract will result in no action taken to reserve the new date. We do not hold dates without payment.

First-Come, First-Serve Policy

All new dates are reserved strictly on a first-come, first-serve basis. Submitting a rescheduling request does not place a temporary hold or guarantee availability of any preferred date. If the requested date is no longer available by the time this Agreement and deposit are submitted, the Client may:

- Request a different open date, if available, under the same terms.
- Seek services from another vendor with the full understanding that all prior payments to First Class Event Services, including the original deposit, remain non-refundable.

This policy exists because deposits secure staff, resources, scheduling, and planning costs incurred upon the original booking. These costs are not reversible or recoverable.

Non-Refundable Nature of Payments

The Client agrees and acknowledges that all payments made toward the original event, including the original deposit and any installment payments, are non-refundable. These funds have been applied to labor, preparation, materials, logistics, staffing, and coordination reserved specifically for the original event date.

Rescheduling an event does not entitle the Client to reclaim, reallocate, or transfer any portion of these payments unless the event has been paid in full and the rescheduling is approved as a courtesy.

Acceptance and Final Agreement

By signing this Agreement, the Client affirms that they understand:

- Rescheduling is not guaranteed without deposit and confirmation.
- All prior payments remain non-refundable.
- A second deposit is required unless the event is paid in full.
- Availability is first come, first serve
- Unavailability does not entitle the Client to a refund if another vendor is chosen.

Updated Event Information

| | | | |
|-------------------|--|-------------------|--|
| Type of Event: | | Number of Guests: | |
| Event Date(s): | | Start/End Times: | |
| Event Location: | | Venue Name: | |
| Hours of Service: | | Second Deposit: | |
| | | Deposit Due Date: | |

Venue / Manager Information

| | |
|----------|--|
| Name: | |
| Address: | |
| | |
| Phone: | |
| Email: | |



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|------------------------------|-------------|---|-------------|
| <hr/> | | <hr/> | |
| <i>Client Name (Printed)</i> | | <i>First Class Event Services Team Member</i> | |
| <hr/> | | <hr/> | |
| <i>Client Signature</i> | <i>Date</i> | <i>First Class Signature</i> | <i>Date</i> |