

## **Cancellation Policy**

At Prestige Party Rentals LLC, we understand that circumstances can change, and plans may need to be adjusted. We strive to provide our customers with a flexible and fair cancellation policy to accommodate your needs while ensuring the smooth operation of our event rental services. Please review the following cancellation policy carefully:

#### 1. Cancellation Timeline:

- Cancellations made 10 days or more before the scheduled event date will receive a 75% refund. The deposit of 25% will not be refunded.
- Cancellations made less than 10 days of the event date will result in the forfeiture of 100% of the total rental fee.

## 2. Deposit and Payment:

- A non-refundable deposit of 25% of the total rental fee is required to secure your reservation.
- Full payment of the remaining balance is due 10 days prior to the event date.
- Failure to make the final payment within the specified timeframe may result in the automatic cancellation of your reservation, with applicable cancellation fees, and loss of your deposit.

## 3. Date Rescheduling:

- We understand that unforeseen circumstances can arise, and you may need to reschedule your event.
- If you wish to reschedule, we will make every effort to accommodate your new event date, subject to availability.
- Rescheduling requests made 10 days or more in advance will be accommodated without any additional fees.
- Rescheduling requests made within less than 10 days of the original event date may incur a rescheduling fee of 10% of the total rental fee.

# 4. Refund Processing:

 Refunds, if applicable, will be processed within 3-5 days of the cancellation date, using the original payment method.

## 5. Notice of Cancellation:

• To cancel or reschedule your event rental, please provide written notice via email to info@prestigepartyrentalsva.com.

By engaging with Prestige Party Rentals LLC for your event rental needs, you agree to abide by this cancellation policy. We are committed to providing you with excellent service and support throughout the event planning process.

Please feel free to contact us via email at info@prestigepartyrentalsva.com if you have any questions or require clarification regarding our cancellation policy. We appreciate your business and look forward to helping you create a memorable event.

Prestige Party Rentals LLC