



HOLLY'S HOSTESSES INC. COMPANY POLICY

Deposits & Payments

- *50% Deposit of total bill is required upon booking to reserve staff for your date.*
- *All deposits must be received at least five (5) business days prior to your party date.*
- *Deposits can be made via our website through PAYPAL or by Check via U.S Mail*
- *All sales are final and deposits are non-refundable*
- *All balances are due the day of your event and **CASH** will be the only form of payment accepted the day of your event.*

Cancellations

- *All cancellations must be made **48 hours** prior to your scheduled date.*
- *If we do not receive proper notice of cancellation of your event, you will be charged the full amount due (less Deposit, if paid) on your account*
- *Deposits will be credited only for Rain Dates and Postponements of your party*

Set Up Time & Arrivals

- *It is the policy of Holly's Hostesses Inc. to arrive One (1) hour prior to guests for all parties of 100 guests or less.*
- *It is the policy of Holly's Hostesses Inc. to arrive two (2) hours prior to guest for all parties of more than 100 guests: weddings, public events, fundraisers, and corporate events.*
- *This time is critical for our professional staff to coordinate with our host, caterers, vendors, and rental companies. This also allows set time of the serving stations, seating arrangements and food preparation.*

Fees for Holly's Hostesses are as follows:

- *As a policy we charge a **five (5) hour minimum** for all party services.*
- *All fees are firm and are non-negotiable.*

Time-and-a-half is charged on all holidays including: Passover, Easter, Rosh Hashanah, Yom Kippur, Thanksgiving, Hanukkah, Christmas Eve, Christmas Day, New Years Eve and New Years Day.