****

**Terms & Conditions for our Booking Form**

*(Covering deposit, invoicing, and what to expect)*

**🔹 Booking Process & Payment**

1. **Invoice Upon Approval:**
	* Once your booking request is submitted, it will be reviewed for availability.
	* If approved, you will receive an **invoice via email** with payment instructions.
	* Bookings are **not confirmed** until payment is received.
2. **Deposit Requirement:**
	* A **$300 refundable security deposit** is required for all bookings.
	* This deposit will be **included on your invoice** and must be paid upfront.
	* The deposit will be **returned within 1-2 business days after the event**, provided there are no damages or additional charges.
3. **Payment Due Date:**
	* The **full payment (including the deposit) is due upon invoice receipt** to secure your reservation.
	* Failure to pay within the specified timeframe may result in cancellation of your booking.

**🔹 Cancellations & Refunds**

1. **Cancellation Policy:**
	* **More than 7 days before the event:** Full refund (including deposit).
	* **3-6 days before the event:** 35% booking fee charged, deposit refunded.
	* **48 hours or less before the event:** 50% booking fee charged, deposit refunded.
	* **No-Shows:** Charged **100% of the booking fee**, deposit forfeited.
	* Emergency cancellations may be reviewed on a case-by-case basis.
2. **Deposit Refund Terms:**
	* Deposits will be refunded after an inspection of the event space.
	* Any damages or violations of our terms may result in **partial or full forfeiture** of the deposit.

**🔹 Event Expectations & Responsibilities**

1. **Use of Space:**
	* Time may be charged if the event exceeds the reserved time.
	* The space must be **left in the condition it was received**. Additional cleaning fees may apply.
2. **Audio/Visual Equipment (If Applicable):**
	* If you book an **A/V-Enhanced Room**, all equipment must be used responsibly.
	* Any damages to equipment will be deducted from the deposit or invoiced separately.
3. **Liability Waiver:**
	* The venue is not responsible for **lost, stolen, or damaged items** during your event.
	* The event organizer assumes all responsibility for attendees' actions during the booking period.

**✔️ Agreement Confirmation**

By submitting this booking request, you agree to the **terms and conditions outlined above**. If you have any questions, please contact us at **info@blueridgeprofessionalcenter.com**before finalizing your booking.