

VIKI HALL STAFFING, LLC ORDER FORM

Event Date: _____ Sun M T W Th F S (Circle One)
Staff Arrival Time: _____ (Estimated) Staff Exit Time: _____
Name: _____ Phone: _____
Email: _____
Event Address: _____
City: _____ Zip _____
Guest Count: _____ Guest Arrival Time: _____
Indoor Event: Y/N Outdoor Event: Y/N

Requested: # of Waitstaff: _____ # of Bartenders: _____

Notes (optional): _____

****Confirmation for your request will be taken upon availability****

Credit Card Authorization – Note: You will not be charged until *after* your event. An invoice will be sent via email before charges are made notifying you of the amount that the provided Credit Card will be charged.

Credit Card # _____ Exp: _____
Name on Credit Card: _____ Sec Code # _____
Address on file with Card: _____
City: _____ Zip _____

**** Please make sure to include if different from event address****

Contract Agreement:

This agreement is made by and between Viki Hall Staffing LLC and: _____

I understand I am responsible for payment of the staff/bartenders I have requested above. Failure to cancel the requested staff within a 24-hour notice (of the staff's/bartender's arrival time) will result in charges of **4 hours per staff/bartenders requested.**

This agreement binds and benefits both parties and successors. This agreement shall be governed by the laws of the state of Texas.

Viki Hall Staffing, LLC is held harmless while staff is present on event site.

Printed name: _____ Date: _____

Signature: _____

Dallas/Houston: 214.651.7020, contact@vikhallstaffing.com

Please execute this contract, and return to the email address that it was sent from – Please do not fax.