

Halo Aura Media

Booking Policies, Rules & Expectations

Thank you for considering Halo Aura Media for your event! To help ensure a smooth and enjoyable experience, please review the following booking policies and expectations.

Booking & Payments

- A \$100 deposit is required to secure your event date and time.
- Your reservation is not confirmed until the deposit has been received.
- The deposit is applied toward your total package price.
- The remaining balance is due 3 days before your event.
- Failure to submit final payment by the due date may result in cancellation of your reservation.

Cancellations & Rescheduling

- Cancellations made 6 or more days before the event will receive a full refund of the deposit.
- Cancellations made within 5 days of the event will result in forfeiture of the deposit.
- If you need to reschedule within 5 days of your event, a \$50 rescheduling fee will apply.
- All rescheduled events are subject to availability.

Custom Overlays & Event Branding

Many of our packages include custom photo overlays, borders, and event branding.

- Clients receive up to 2 complimentary design revisions.
- All design changes must be requested at least 3 days before the event.
- The most recently approved design will be used for the event.
- Please carefully review all names, dates, and spellings before approving your design.

Event Setup Requirements

To ensure a successful setup, clients are responsible for providing:

- A safe, level area for equipment setup.
- Adequate space for guests to participate comfortably.
- Access to electrical power if required by the selected package.
- Protection from rain, excessive wind, and other hazardous outdoor conditions.

Safety & Equipment Use

The safety of our guests and equipment is extremely important.

For everyone's safety, please do not:

- Climb, sit, swing, or hang on any photo booth equipment.
- Move or disconnect equipment once it has been set up.
- Attempt to modify or operate equipment improperly.
- Engage in behavior that could damage equipment or endanger guests.

Halo Aura Media reserves the right to suspend services if unsafe conditions exist.

Overtime Services

Need a little more time outside of the pre-arranged time frame?

Additional event coverage may be available at:

\$75 per 30-minute increment

Overtime requests are subject to availability and venue restrictions.

Photo & Video Delivery

Digital photos, videos, and galleries are delivered within 3 days after your event.

Delivery may be provided through an online gallery, email, text message, QR code, or downloadable link.

Outdoor Events & Weather

For outdoor events, guest safety and equipment protection come first.

Operations may be paused or discontinued in the event of:

- Rain
- Standing water
- Excessive wind
- Unsafe weather conditions

Media Release

Photos and videos captured during events may be used for marketing and promotional purposes unless the client requests otherwise before the event.

Questions?

We're happy to help! If you have any questions about your booking, package options, or event setup requirements, please contact us before your event date.

Email: Halo.Aura.Media@gmail.com

Website: www.haloauramedia.com

Thank you for choosing Halo Aura Media