



Booking & Service Policy

1. Booking & Deposit

A non-refundable deposit is required at the time of booking to secure your event date. The remaining balance must be paid in full no later than 7 days before the event date, unless otherwise agreed in writing. Bookings are confirmed only upon receipt of the deposit and signed service agreement.

2. Cancellation & Rescheduling

Cancellations made 14 days (2 weeks) or more prior to the scheduled event will not be subject to additional charges; however, the deposit remains non-refundable. Cancellations made less than 14 days before the event are subject to full payment of the contracted service fee. Requests to reschedule will be accommodated based on availability. Deposits may be applied to a future date within 6 months, if notice is provided at least 14 days in advance.

3. Liability & Responsibility

DRK Elite Security will exercise the highest standards of professionalism, diligence, and safety at all times. Clients are responsible for providing accurate event details (date, time, location, number of guests, special security requirements). DRK Elite Security is not liable for issues arising from incomplete or inaccurate information. DRK Elite Security is not responsible for damages, loss, or theft of personal property, vehicles, or valuables belonging to clients, guests, vendors, or third parties. Clients are responsible for ensuring a safe working environment for guards, including adequate lighting, shelter (if outdoors), and necessary access to facilities.

4. Compliance with Laws

All services provided by DRK Elite Security will be conducted in accordance with local, state, and federal laws. Security personnel will not exceed the scope of their legal authority (e.g., detainment, use of force, etc.). Clients must comply with all applicable venue rules, occupancy limits, alcohol regulations, and permit requirements.

5. Insurance & Indemnification

DRK Elite Security carries all legally required insurance coverage, including general liability. Proof of insurance is available upon request. Client agrees to indemnify and hold harmless DRK Elite Security, its officers, employees, and contractors, from any claims, damages, or liabilities arising from the actions of attendees, guests, or third parties not directly under the control of DRK Elite Security.

6. Event-Day Conditions

Security personnel must be granted full cooperation and authority to perform their duties as outlined in the service agreement. Any illegal activity observed during the event will be reported to the appropriate authorities. If conditions at the event pose a threat to staff safety, DRK Elite Security reserves the right to withdraw personnel without refund.

7. Release of Liability

By engaging DRK Elite Security for services, the client expressly releases and discharges DRK Elite Security, its employees, officers, and contractors from any and all liability, claims, demands, or causes of action arising out of or connected with any loss, damage, injury, or expenses incurred during or in connection with the contracted event, except where caused by gross negligence or willful misconduct by DRK Elite Security.

■ Acknowledgment

By booking services with DRK Elite Security, the client acknowledges and agrees to the terms outlined above.

Client Name & Signature: _____	Date: _____
DRK Elite Security Rep: _____	Date: _____