

*An
Elegant*

AFFAIR



SINCE
1994

presents your

*Debutante / Presentation
Ball Information Booklet*



Debutante Fees \$410.00

Includes:

- Dance Lessons and staffing during rehearsals.
- Event Day: Printing of event's tickets, bouquet of roses, Debutante meal, videography (with downloadable online version), Debutante gift, event programs and entertainment (DJ and MC). The booking of a professional Photographer will be available for you to purchase family photos with a free Photobooth.

Debutante, Escort Fees and Venue costs are all subject to change.

Escort Fees \$490.00

Includes:

- Dance Lessons and staffing during rehearsals.
- Event Day: Printing of event's tickets, complete suit hire, Escort meal, videography (with downloadable online version), Escort gift, event programs and entertainment (DJ and MC). The booking of a professional Photographer will be available for you to purchase family photos with a free Photobooth.

Debutante, Escort Fees and Venue costs are all subject to change.

Payment Schedule:

- \$100 deposit payable at the first meeting to secure a placement for the Debutante and Escort. Debutante & Escort deposit of \$100.00 paid at the first meeting, cannot be used as a table deposit.
- Balance of Debutante & Escort fees payable at the scheduled second meeting.

Please note: Debutantes & Escorts will be sitting at their own tables.

An Elegant Affair takes pleasure in co-ordinating
your Debutante Ball

Event Package

The 4.5 hour Event Package includes:

- 3 course meal
- 4.5hr beverage package

Venue Options:

- Costs upon application based on venue booked

NOTE:

- Dietary requirements will be catered for and listed during Ticket collection.
- Meal costings are all subject to change based on the Venue selected.



IMPORTANT

Debutante & Escort are required to fill 1 table each of either of 10, 11 or 12 guests (20 guests per couple minimum) more tables can be booked if required.

Tickets to be collected **2 weeks prior to the event**, single tickets can be purchased and allocated as per availability. **AEA reserves the right to add guests on tables if the table/s are less than 10-12 guests per table.**

Tables: Tables will be allocated based on when payment/s of table deposit is made.

Please note: The initial deposit paid for the Debutante & Escort does not constitute a table deposit. \$100.00 deposit per table is required, this amount will be deducted upon collection of tickets 2 weeks prior to the event, providing the tables are of 10, 11 or 12 guests per table. **Families and Guests to arrive at the venue from 6.45pm-7.00pm – Event times 7.00pm-11.30pm.**

Photography

A professional photographer has been booked for the event. Details on how to view and order photos taken on the night will be provided to the Debutante/ Escort/Parents after your photos have been taken on the night of the event. You are able to view and purchase your photographs within 3 working days of the event.

Please note:

The images from the event may be used on An Elegant Affair's website or as marketing collateral.



Debutante Dress Code

- Debutante gowns must be white and long.
- It is advisable that the gowns have no train and no hoop for the safety of the Debutante.
- Debutante shoes to be made available as of the 2nd rehearsal and thereafter.
- **IMPORTANT:** Shoes need to be comfortable for the debutante during rehearsal and for the event. Flat shoes are allowed for the comfort and safety whilst performing.

Note: **NO runners or any other athletic shoes, with or without crystals/ diamonds, will be permitted.**

- Debutantes to provide their own gloves to be worn during the first presentation.

Escort Suit Information and Dress Code

- Escort fees \$490 includes complete suit hire.
- Measurements will take place at the first rehearsal.
- Delivery of suits will be made 5 business days before event.
- Parent/s/guardian are to make sure that when the suit is given to the student, that all the items are included (pants, jacket, jacket hankie, shirt, vest and tie), also making sure that the complete suit is in good order and not (dirty, button/s missing etc).
- Black socks only to be worn under the suit.
- Escorts to supply their own black shoes
- Suit exchanges will be given to the Escort at the last rehearsal.
- On the day of the event Escorts are required to bring a change of clothes so that the suit can be left at the venue, ready for collection by the suit hire company. If for any reason a suit cannot be left at the venue after the event, it is the responsibility of the parent/guardian to return the suit (to the suit hire company).



Instructions & Code of Conduct

- No alcohol to be consumed by the Debutante or the Escort during any rehearsals, prior to attending the event and during the event.
- No Debutante or Escort to leave the premises during any rehearsals or the venue on the day of the event.
- No Debutante or Escort to chew gum during the rehearsal or on the day of the event.
- Every Debutante and Escort to arrive for rehearsal on time based on the Rehearsal Schedule provided.
- Strictly no video or voice recording of meetings or rehearsals at anytime.
- Every Debutante and Escort to be collected by a parent/guardian at the completion of the rehearsal on time as per the Rehearsal Schedule provided.
- Debutante and Escort to arrive at the venue on the **day of the event** between **2.30pm-3.30pm**, to allow for Photography and Videography to be conducted before the commencement of the final dress rehearsal with the Debutante and Escort to be in their evening attire.
- Debutante and Escort will be provided with finger food and soft drink at 4.30pm and 6.30pm. Main meal and dessert will be served to the Debutante and Escort at their allocated tables at the same time as all the guests attending the event.
- Management of AEA, Dancing Instructor/s and Assistant/s to be adhered to during every rehearsal and on the event night.
- **Respect must be always shown by all parties.**
- AEA will **not tolerate any bullying or harassment** during a rehearsal or on the night of the event.
- If an issue arises, concerning the event or the inappropriate behaviour by any Debutante, Escort, or staff member, it is to be discussed directly with An Elegant Affair Director - Carmel Archer, either after rehearsal or by phoning 0407 722 171.

Terms & Conditions

This agreement contains all the relevant conditions applicable between parties.

1. In the event that either the Debutante/Escort cancels, there shall be no refund of any monies paid or part thereof. This includes any cancellations that are unforeseen and beyond the control of An Elegant Affair (Vic) Pty Ltd.
2. Cancellation will only be accepted during the cooling off period of 7 days of making the initial \$100 deposit only which occurs at the first meeting. In the event that you have paid the balance (2nd meeting approx. 4-5 months later) of the fees there will be no cooling off period. Any cancellations within the 7 days cooling off period will incur a \$30 administration fee.
3. By attending to payment/s of the Debutante and Escorts fees and signing of the initial invoice you have committed to all terms and conditions by AEA. If a Parent/Guardian cannot attend any meeting/s and the student attends with another parent/adult, it will be taken that you have approved the student/s attendance, that you have read the information booklet, which includes the terms and conditions and that you have therefore agreed.
4. In the event that a booking cannot occur on a scheduled date due to a Pandemic, Government Directives or any unforeseeable circumstance, An Elegant Affair will make all reasonable endeavours to reschedule the event on the next available date.
Please Note: An Elegant Affair will only postpone the event and never cancel an event.
5. Payment Options: - Cash, Visa, AMEX or Master cards*
Note: *All credit card transactions will incur an additional 2% surcharge and 3% for AMEX transactions.
6. Proof of purchase in the form of a receipt (An Elegant Affair (Vic) Pty Ltd official receipt) or bank transaction is required when there are payment/s queries. It is in your best interest to retain your receipts as proof of purchase.
7. No alcohol to be consumed by the Debutante and her Escort prior to or during the event.
8. An Elegant Affair (Vic) Pty Ltd reserves the right to use any video/photos taken of Debutantes and their escorts during the day of the event for its marketing and promotional purposes.
9. Strictly no video or voice recording of meetings or rehearsals at anytime.
10. **PRIVACY INFORMATION** - The information you provide will be used solely by An Elegant Affair (VIC) Pty Ltd.
11. **Debutante, Escort Fees and Venue costs are all subject to change.**



Notes

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Carmel Archer | Managing Director

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An Elegant Affair



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anelegantaffair.com.au