InstaGlee, LLC Photo Booth Rental & Event Services Agreement

Updated November 5, 2026 — storefront edition. Assembled from the InstaGlee, LLC agreement with all changes approved by Jeanetta Roberts on Nov 5, 2026.

This Photo Booth Rental & Event Services Agreement ("Agreement") sets forth the terms and conditions between InstaGlee, LLC ("InstaGlee," "Provider," "we," "us," or "our") and the Client listed on the related invoice or online order ("Client," "you," or "your") for photo booth, 360 booth, audio guestbook, digital media, and related event rental services.

By submitting payment of the non-refundable deposit within the related invoice, or by completing checkout for an online order — including checking the box agreeing to this Agreement and typing Client's full legal name as an electronic signature — Client acknowledges and agrees that Client has received, read, understood, and accepted the terms and conditions outlined in this Agreement. Payment of the deposit confirms acceptance of all contractual terms and reserves the event date. The deposit is non-refundable in accordance with this Agreement.

The selected package, event date, event location, rental details, invoice or order notes, add-ons, travel fees, parking fees, taxes, balances, due dates, and total charges listed on the related invoice or online order are incorporated into this Agreement by reference. This Agreement, together with the related invoice or online order, represents the full agreement between InstaGlee, LLC and Client and supersedes all prior written or oral discussions, representations, or agreements regarding the services.

1. Services Provided

InstaGlee, LLC provides digital photo booth rental services, 360 video booth rental services, audio guestbook rentals, digital media galleries, custom media templates, props, backdrops, setup, breakdown, and related event services, depending on the package and add-ons selected by Client on the related invoice or online order.

All services, package inclusions, add-ons, event details, and pricing shall be determined by the invoice or online order. Any service not listed on the invoice or order is not included unless agreed to in writing by InstaGlee, LLC.

InstaGlee, LLC currently provides digital media only. Printed photos, printed strips, physical albums, or other printed products are not included unless specifically agreed to in writing.

2. Booking, Deposit, and Payment

To reserve the event date, Client must pay the required non-refundable deposit listed on the invoice or online order. The event date is not reserved until the deposit has been received.

The deposit is non-refundable and is applied toward the total balance due. Transferring the deposit to a new date is governed by Section 3.

The remaining balance must be paid in full no later than fourteen (14) calendar days before the event date unless otherwise stated on the invoice or order. InstaGlee, LLC is not required to provide services if the balance is not paid in full by the required due date.

If payment is not received on time, InstaGlee, LLC may cancel services, release the event date, withhold delivery of media, or refuse setup without refund of any deposit or payments already made.

Any additional services, extended coverage, travel fees, parking fees, venue fees, or other charges must be paid before the additional service is provided unless otherwise agreed to in writing.

3. Date Changes, Cancellations, and Refunds

The deposit is non-refundable.

A request to reschedule must be made in writing before the balance due date (fourteen (14) calendar days before the original event date). Rescheduling is subject to availability and is not guaranteed. If an available new date is agreed, the deposit transfers to the new date. If no available date can be agreed, the booking is cancelled and the deposit is forfeited.

A booking is cancelled only if Client chooses to cancel, or no available date can be agreed for a transfer. If the remaining balance is not paid in full by the due date and no reschedule has been arranged, the booking will be cancelled, the event date released, and the deposit forfeited. InstaGlee, LLC will not cancel a booking while payment or a transfer is being handled by the deadline.

Cancellations made by Client less than fourteen (14) calendar days before the event date shall result in forfeiture of all payments made to date.

Cancellations made by Client after InstaGlee, LLC has arrived at the venue, begun travel, begun setup, or attempted to provide services will not be refunded.

If InstaGlee, LLC is unable to provide services at all due to circumstances within InstaGlee's control and no reasonable substitute or remedy is available, Client may receive a refund of amounts paid for the affected service. Once refunded, InstaGlee, LLC shall have no further obligation or liability to Client.

Refunds, if approved, may take up to fourteen (14) business days to process.

Client agrees not to initiate a chargeback or payment dispute without first contacting InstaGlee, LLC in writing and allowing a reasonable opportunity to resolve the issue. If a chargeback is initiated for amounts properly owed under this Agreement, Client remains responsible for the unpaid balance, chargeback fees, collection costs, court costs, and any other remedies available by law.

4. Event Details and Invoice or Order Notes

Client understands that all event details are listed in the related invoice or online order. This may include, but is not limited to, event date, event location and venue, package selected, rental start and end times, delivery and setup arrangements, pickup time, add-ons, travel fees, parking arrangements, and special instructions or requests provided at booking.

Client is responsible for reviewing the invoice or order confirmation carefully. Payment of the deposit confirms that Client accepts the details listed, and Client will request any corrections in writing promptly if anything is inaccurate.

Client is responsible for providing accurate venue information, event timing, contact information, access instructions, loading information, parking information, and any venue rules that may affect setup or service.

5. Rental Window, Delivery, Setup, and Pickup

Unless otherwise agreed to in writing, rentals are available only between 8:00 a.m. and 11:00 p.m.

Delivery and setup take place during the one (1) hour before the rental start time, and teardown and removal take place during the one (1) hour after the rental end time. Rental time does not include setup or teardown time. Earlier delivery may be available by request and will be confirmed in writing.

For 360 booth rentals, the rental window is the booked hours stated on the invoice or order, with the InstaGlee attendant present throughout.

Packages may include unlimited guest use during the scheduled event date, subject to the agreed delivery, setup, pickup, rental window, venue access, and service limitations listed on the invoice or order.

"Unlimited use" does not mean unlimited possession of equipment beyond the scheduled event date or agreed rental window. All rental times, delivery times, pickup times, and access arrangements are subject to the invoice or order and venue availability.

Client must provide safe and reasonable access for delivery, setup, breakdown, and pickup. Delays caused by Client, guests, vendors, venue staff, parking issues, restricted access, locked doors, incorrect addresses, unavailable contacts, venue rules, or insufficient setup time may reduce available rental use and will not result in a refund.

Client agrees that InstaGlee, LLC may refuse setup, delay setup, relocate equipment, pause service, or discontinue service if venue access, parking, space, weather, power, guest behavior, or other conditions prevent safe and reasonable service.

6. Standard Booth Use

Standard booth rentals may operate as unattended equipment rentals unless an attendant is specifically included on the invoice or order.

Client is responsible for ensuring guests use the standard booth, props, backdrop, signage, tablet, stand, cords, lighting, and related equipment properly and safely.

Client and guests may not move, disconnect, alter, tamper with, lean on, climb on, or misuse any InstaGlee equipment.

7. 360 Booth Use and Attendant Coverage

360 booth rentals include two (2) hours of rental time with an InstaGlee attendant included. For guest safety, equipment protection, and proper operation, the 360 booth may only be used while an InstaGlee attendant is present. Use of the 360 booth without an InstaGlee attendant present is prohibited.

Additional 360 booth time may be added for $100 per hour, subject to availability. Additional time must be booked and paid for in advance — it cannot be added on the day of the event.

360 videos play back in a mix of fast motion, slow motion, forwards, and backwards — no two clips are exactly alike. The 360 booth pairs with a physical backdrop only; virtual backdrops are not available for the 360 booth.

The 360 booth requires a flat, level, stable surface and adequate clearance around the platform and rotating camera arm. Client is responsible for ensuring the venue can safely accommodate the 360 booth setup.

InstaGlee, LLC reserves the right to pause or discontinue 360 booth use if guests are misusing equipment, failing to follow attendant instructions, appearing overly intoxicated, behaving unsafely, crowding the platform, attempting to move or touch the rotating arm, or creating a risk of injury or damage.

No refund will be provided for paused or discontinued 360 booth use caused by unsafe conditions, guest behavior, venue limitations, alcohol-related behavior, weather, insufficient space, or Client's failure to provide safe setup conditions.

8. Audio Guestbook Use

Audio guestbook rental includes use of the audio guestbook equipment during the scheduled event rental period and delivery of recorded messages after the event.

Client is responsible for notifying guests that messages may be recorded and delivered to Client.

InstaGlee, LLC is not responsible for the content of guest messages, background noise, guest misuse, incomplete recordings, accidental hang-ups, inappropriate messages, lack of guest participation, or failure of guests to leave messages.

Client is responsible for replacement or repair costs if the audio guestbook equipment, phone, signage, display items, cords, or related accessories are damaged, lost, stolen, or not returned.

9. Custom Media Templates

Custom media templates may include overlays, start screens, sharing screens, event branding, digital layouts, or other media designs prepared for the selected package.

Client must provide any requested names, dates, logos, colors, wording, hashtags, artwork, branding, or design requests by the deadline provided by InstaGlee, LLC. Delays in providing design assets may limit or prevent customization.

Client is responsible for reviewing and approving any custom wording, names, dates, spelling, logos, hashtags, branding, or artwork. InstaGlee, LLC is not responsible for errors in client-provided information, approved designs, or designs that could not be reviewed due to Client delay.

Custom media templates are created for use with InstaGlee, LLC booth services. Unless otherwise agreed to in writing, templates, layouts, digital designs, and design files remain the property of InstaGlee, LLC.

10. Custom Backdrops and Custom Props

Custom backdrops and custom props are available by request and are quoted individually based on the design, materials, and event date. Because custom items are created specifically for Client's event, payment for custom backdrops and custom props is due in full at the time of booking and is non-refundable, regardless of cancellation or rescheduling.

11. Digital Gallery, Media Delivery, and Sharing

All delivered images and available event media will be provided digitally through an online gallery or digital sharing platform.

Client and guests may have multiple sharing options available during the event, which may include text, email, QR code, AirDrop, online gallery, or other digital sharing methods depending on the package, device, internet connection, software, and event setup.

Media delivery times may vary based on internet connection, LTE/Wi-Fi signal, upload speed, software processing, event volume, file size, platform availability, and device performance.

Client understands that some photos or videos may be delayed during the event if the internet connection is weak, unavailable, blocked by the venue, or interrupted. Media will be uploaded or shared when a sufficient connection becomes available, when reasonably possible.

Digital galleries remain available for ninety (90) days after the event date. Client is responsible for downloading and saving all desired media before the gallery expires.

InstaGlee, LLC is not responsible for media that is lost, deleted, unavailable, or inaccessible after gallery expiration, platform removal, account limitations, software issues, or Client's failure to download media in a timely manner.

12. Digital Usage Release

Client receives a digital usage and print release for delivered event images, allowing Client to download, share, post, use, and print delivered images for personal or commercial purposes.

This release applies to delivered images only. It does not transfer ownership of InstaGlee, LLC equipment, software, custom templates, booth designs, original design files, business branding, or internal files.

Client is responsible for obtaining any necessary permissions from guests, attendees, vendors, venues, brands, sponsors, employers, or third parties for Client's own commercial use of event images.

InstaGlee, LLC is not responsible for how Client, guests, attendees, vendors, venues, or third parties download, share, edit, post, print, or use delivered media after delivery.

13. Photo and Video Quality

Photo and video booth services are novelty entertainment services. Photo and video quality may vary based on lighting, guest movement, guest behavior, venue conditions, internet connection, device limitations, selected effects, templates, filters, backdrop placement, and user interaction.

Subjective preferences regarding appearance, poses, lighting, filters, framing, timing, guest-created content, audio content, or venue conditions are not grounds for refund.

InstaGlee, LLC will make reasonable efforts to provide functional, quality digital booth services, but does not guarantee that every guest will participate, every guest will correctly use the equipment, every media item will be perfect, or every attempted capture will result in a usable image or video.

14. Internet, LTE, Software, and Technology Limitations

Client understands that digital delivery, guest sharing, gallery uploads, 360 video processing, and other

software-based features may depend on internet access, LTE/Wi-Fi signal, third-party platforms, app performance, device performance, and venue network restrictions.

InstaGlee, LLC is not responsible for delays, interruptions, upload issues, sharing issues, software bugs, app outages, cloud service outages, venue internet restrictions, blocked networks, weak signals, power interruptions, or other technology issues outside InstaGlee's reasonable control.

If a connection is unavailable during the event, media may be delayed and uploaded later when a sufficient connection is available, when reasonably possible.

15. Setup Requirements

Client must provide a safe, clean, dry, level, and stable setup area appropriate for the selected package.

Client must provide access to a standard electrical outlet within reasonable distance of the setup area unless otherwise agreed to in writing.

Client is responsible for confirming that the venue allows the selected equipment and that sufficient space is available for the booth, backdrop, props table, audio guestbook, cords, lighting, 360 booth platform, and 360 booth rotating arm, if applicable.

InstaGlee, LLC may refuse, delay, pause, relocate, or discontinue setup or service if the setup area is unsafe, too small, unstable, wet, muddy, exposed to weather, blocked, inaccessible, or otherwise unsuitable.

No refund will be provided if service cannot be provided or is limited due to insufficient space, unsuitable setup conditions, lack of power, venue restrictions, unsafe surfaces, weather, or inaccurate information provided by Client.

16. Outdoor Events and Weather

Outdoor setups must be protected from rain, wind, extreme heat, direct sunlight when required, sprinklers, mud, unstable ground, standing water, falling debris, and other unsafe or damaging conditions.

Client must provide appropriate covering, shelter, flooring, or alternative indoor location when needed. Tents, coverings, and outdoor spaces must be safe and stable.

InstaGlee, LLC may refuse, delay, pause, relocate, or discontinue service if outdoor conditions create a risk of injury, equipment damage, poor performance, or unsafe operation.

No refund will be issued if service cannot be provided or is limited due to weather, unsafe outdoor conditions, inadequate covering, venue restrictions, or Client's failure to provide a safe alternative setup location.

17. Guest Behavior, Safety, and Supervision

Client is responsible for the conduct and supervision of all guests, attendees, children, vendors, venue staff, and any person present at the event who interacts with InstaGlee, LLC equipment.

Children may not use, handle, climb on, move, or tamper with booth equipment, props, backdrop stands, lighting, cords, tablets, phones, audio guestbook equipment, 360 booth equipment, or accessories without appropriate adult supervision.

Client and guests may not move, disconnect, alter, tamper with, climb on, lean on, sit on, or misuse any InstaGlee, LLC equipment unless specifically instructed by InstaGlee, LLC.

InstaGlee, LLC reserves the right to pause or end service without refund if unsafe, abusive, threatening, intoxicated, destructive, unlawful, or inappropriate behavior occurs.

Client agrees that InstaGlee, LLC and its owners, employees, contractors, representatives, and affiliates shall not be held liable for injuries, damages, claims, or losses caused by Client, guests, children, vendors, venue staff, or third parties misusing equipment or failing to follow safety instructions.

18. Damage, Loss, Theft, and Cleaning

Client is responsible for any damage, loss, theft, vandalism, excessive cleaning, missing accessories, non-returned items, or loss of use involving InstaGlee, LLC equipment during the rental period.

This includes, but is not limited to, damage or loss caused by Client, guests, children, vendors, venue staff, alcohol-related behavior, misuse, theft, weather, fire, flood, rain, wind, outdoor exposure, unstable surfaces, improper supervision, unsafe conditions, or failure to follow instructions.

Client agrees to pay repair costs, replacement costs, cleaning fees, shipping fees, rush replacement fees, missing accessory costs, and reasonable loss-of-use costs related to damaged, lost, stolen, or unusable equipment.

If a damage deposit is collected, the deposit may be applied toward any amount owed. Any damage deposit collected does not limit Client's responsibility for costs exceeding the deposit amount.

Client agrees to promptly notify InstaGlee, LLC of any damage, loss, theft, or incident involving equipment and provide all necessary information and documentation related to the occurrence. Failure to report damage, loss, theft, or misuse may result in additional charges and legal action to recover costs.

19. Travel, Parking, and Venue Fees

Travel within thirty miles of Pevely, Missouri is included unless otherwise stated on the invoice or order. Events outside the standard service area may require a travel fee, which will be quoted to Client and must be paid according to the invoice or order payment terms.

Client is responsible for any parking, valet, loading dock, toll, resort, vendor, venue access, elevator, permit, or other fees required for InstaGlee, LLC to provide service at the event location.

If parking, loading, or venue access issues delay setup, service, or pickup, Client remains responsible for the full invoice or order amount and any additional fees incurred.

20. Privacy, Marketing Use, and Model Release

Client grants InstaGlee, LLC permission to use event media, including photographs, videos, booth captures, behind-the-scenes content, setup photos, and guest-created booth media, for portfolio, website, social media, advertising, marketing, trade, and promotional purposes.

Client may request a private event in writing before the event date. If a private event is requested in writing before the event, InstaGlee, LLC will not intentionally use event media for marketing or promotional

purposes.

InstaGlee, LLC cannot control content posted, downloaded, shared, screenshotted, copied, printed, edited, or distributed by Client, guests, attendees, vendors, venues, sponsors, or third parties.

Client is responsible for notifying guests if Client does not want guest images, videos, or audio shared publicly by attendees or third parties.

21. Indemnification

Client agrees to indemnify, defend, and hold harmless InstaGlee, LLC and its owners, members, employees, contractors, representatives, affiliates, vendors, and assigns from and against any and all claims, damages, losses, liabilities, injuries, demands, costs, and expenses, including reasonable attorney fees and court costs, arising out of or related to:

a) Client's event; b) Client's or guests' use or misuse of equipment; c) injuries or damages caused by Client, guests, children, vendors, venue staff, or third parties; d) unsafe event conditions or venue conditions; e) Client's use of delivered media; f) guest-created content; g) audio guestbook messages; h) Client's failure to obtain permissions, releases, venue approval, or third-party consent; i) Client's breach of this Agreement.

This indemnification shall survive the event date and completion of services.

22. Limitation of Liability

InstaGlee, LLC's total liability for any claim related to this Agreement or the services provided shall not exceed the amount paid by Client for the affected service.

InstaGlee, LLC shall not be liable for indirect, incidental, consequential, special, emotional, reputational, punitive, or lost-profit damages.

Client understands that photo booth, 360 booth, and audio guestbook rentals are entertainment services and that InstaGlee, LLC does not guarantee any specific number of captures, shares, recordings, downloads, participants, or usable media items.

23. Force Majeure and Service Interruptions

InstaGlee, LLC will make reasonable efforts to provide the agreed services. However, InstaGlee, LLC shall not be liable for delays, interruptions, or inability to perform caused by circumstances beyond its reasonable control.

Such circumstances may include, but are not limited to, acts of God, severe weather, unsafe conditions, power outages, internet or LTE outages, software failures, platform outages, equipment malfunction, venue restrictions, illness, injury, emergency, accident, road closures, travel delays, labor shortages, government restrictions, natural disasters, fire, flood, or other unforeseen events.

If a material equipment failure prevents service entirely and no reasonable substitute or remedy is available, Client's sole remedy shall be a refund of the affected portion of the service, not to exceed the amount paid for that specific service.

24. Client Authority

Client confirms that Client is at least eighteen years old and has authority to enter into this Agreement and authorize services at the event location.

Client is responsible for obtaining any necessary permission from the venue, property owner, event host, employer, sponsor, or other decision-maker required for InstaGlee, LLC to provide services.

25. Entire Agreement and Modifications

This Agreement, together with the related invoice or online order and its notes, represents the entire agreement between InstaGlee, LLC and Client regarding the services.

This Agreement may not be modified except in writing agreed to by both parties.

If any provision of this Agreement is found to be unlawful, void, or unenforceable, that provision shall be severed or limited to the minimum extent necessary, and the remaining provisions shall remain valid and enforceable.

26. Governing Law and Dispute Resolution

This Agreement shall be governed by the laws of the State of Missouri.

The parties agree to first attempt to resolve any dispute in good faith. If the dispute cannot be resolved, either party may pursue relief in small claims court if the claim qualifies under Missouri law. Claims not eligible for small claims court may be resolved through arbitration or another court of competent jurisdiction as permitted by law.

Unless otherwise required by law, venue for any court action shall be in the appropriate court serving Jefferson County, Missouri.

27. Acceptance of Terms

By submitting payment of the non-refundable deposit within the related invoice, or by completing checkout for an online order — including checking the box agreeing to this Agreement and typing Client's full legal name as an electronic signature — Client acknowledges and agrees that Client has received, read, understood, and accepted this Agreement. Deposit payment and, for online orders, the checkout agreement and typed signature serve as Client's electronic acceptance of these terms and reserve the event date.

Client understands that the deposit is non-refundable and that services are subject to the terms, invoice or order details, package inclusions, payment deadlines, and policies outlined in this Agreement.