



### **SAMPLE Contract for Services**

*(This document is for reference only, please request an official contract from your coordinator if you are ready to move forward with services. Thanks!)*

Bride's Name:

Phone:

Email:

Groom's Name:

Phone:

Email:

Mailing Address:

Responsible Client Name (if different from Bride/Groom):

Phone:

Email:

Mailing Address:

Wedding Date:

Rehearsal Date:

Ceremony Venue:

Reception Venue:

Package Purchased:

Additional Fees:

#### **Payment Schedule**

Deposit:

Second Payment:

Final Payment:

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This agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between A Bride's Ally, hereinafter referred to as "the Wedding Planner" and parties listed above, hereinafter referred to as "the Client." In consideration of the mutual covenants and agreement herein contained, the Wedding Planner and the Client hereby agree to the following terms and conditions:

## THE WEDDING PLANNER'S RESPONSIBILITIES

The Wedding Planner shall provide consulting and rehearsal/wedding day services for the Client in regards to the wedding taking place on the date listed above. If there is no set date at time of contract signing, a date must be submitted within 14 days of contract signing.

The Wedding Planner's services under the terms of this Contract include:

- \_\_\_\_\_ hours of consulting time to use at Client's discretion.
- Begin Day-of Services at 6 weeks out with Pre-wedding Planning Meeting
- Available for unlimited emails / phone calls for final 6 weeks of planning
- Create comprehensive day-of timeline for vendors and wedding party
- Finalize details with vendors & serve as point of contact
- Facilitate rehearsal with officiant and venue coordinator
- Provide unlimited, but previously agreed upon, hours on wedding day
- Direct vendors, wedding party, and families
- Oversee set up / tear down at venues as needed
- Manage last-minute changes and special needs
- Provide 1 assistant coordinator as needed
- Return rental items (limitations apply)

The Wedding Planner will use professional judgment when taking action on the rehearsal and wedding days in regard to changes, weather, tardiness, non-performance, etc. based on the situation, time limitations, and the Client's wishes.

*Large-scale Décor/Decorating:* The Wedding Planner shall make every effort to accommodate the Client's decorating needs. However, due to liability and safety concerns, the Wedding Planner cannot be responsible for decorating that involves using ladders over 4 ft., onsite construction, large-scale décor pieces, or any other potentially unsafe circumstance. The Wedding Planner reserves the right to refuse to participate in any decorating the Wedding Planner deems to be unsafe. The Client is responsible for providing the Wedding Planner with any required supplies for decorating.

*Staffing Limitations:* The Wedding Planner will provide a 2-member staff to coordinate the Client's wedding on wedding day (1 lead coordinator plus 1 assistant coordinator). The Client agrees the Wedding Planner cannot be held responsible for completing tasks or accommodating last-minute changes that are unrealistic for a 2-person team to complete due to logistical or time restrictions.

Option for additional staff members can be negotiated between the Client and the Wedding Planner up to 3 weeks prior to wedding day at the expense of the Client (\$20 per hour per additional staff member); however, the Wedding Planner is not required to make additional staff available, regardless of the date of request.

*House Rules:* The Wedding Planner will not, under any circumstances, engage in activities that are in violation of a venue's house rules, regulations, or requests. This includes, but is not limited to, decorating/décor rules, space use, and rental time limitations. The Client understands that a venue's house rules will be adhered to by the Wedding Planner in any and all cases, even if doing so goes against the Client's original wishes or requests.

## THE CLIENT'S RESPONSIBILITIES

*Consulting Definition:* The Client understands that "consulting" refers to any and all services and information provided by the Wedding Planner to the Client for use in the wedding planning process, regardless of final applications. This includes, but is not necessarily limited to, providing vendor recommendations, answering

questions, providing guidance and opinions/expertise, completing research, and liaising with vendors. All forms of communication, including, but not necessarily limited to, communication via phone, email, text, FaceTime, Skype, and in-person meetings can be considered consulting and count against consulting hours.

**Catering:** The Client understands that A Bride's Ally is NOT a catering company. The Wedding Planner has neither the training, staff, nor liability coverage to participate in services traditionally managed by a catering company. This includes, but is not necessarily limited to, cooking, food handling, food serving, bartending, table busing, kitchen cleanup, and food disposal/trash handling. The Client is responsible for contracting a full-service catering company to manage all aspects food and drink preparation, handling, serving, and clean up/disposal as needed. The Client will not, in any manner, hold the Wedding Planner responsible for these, or any related, services under any circumstances.

**Date/Location Change:** The Client shall not change the date or location of the wedding as listed above without first contacting and advising the Wedding Planner of said change so as to determine if the Wedding Planner is still available to provide services. If the Client does change the date or location of the scheduled wedding, and the Wedding Planner is unavailable to provide services, then the Wedding Planner is released from all contract obligations regarding rehearsal and wedding day services, and shall in no way be held responsible or liable in any manner whatsoever for non-performance. The Client also forfeits all payments already made to the Wedding Planner.

This contract may be transferred **one time only** to a new wedding date within 12 months (1 calendar year) of the original wedding date stated in this contract, pending the availability of the Wedding Planner. If the Client chooses a new wedding date beyond 12 months (1 calendar year) from the wedding date stated in this contract, a new contract and new deposit are required. The Client is subject to current pricing at the time of new contract signing, regardless of pricing/negotiations at original contract signing. The Client's original deposit is non-refundable and non-transferable to cover business loss and any consulting provided that cannot be reused due to the new wedding date.

**Other Vendors:** The Client understands that the role of the Wedding Planner is that of an advisor and coordinator. **The Client is responsible for selecting, contracting, and paying for vendor products and services in full.** The Client accepts responsibility for purchasing items and vendor services needed for the wedding ceremony and reception. The Wedding Planner will NOT, under any circumstances, sign contracts on the Client's behalf OR personally pay on the Client's financial obligations to other vendors with promise of reimbursement.

**The Client understands the Wedding Planner's role on the rehearsal and wedding days is purely to coordinate and collaborate with other vendors and that the Wedding Planner cannot, in any way or under any circumstances, guarantee or control any other vendor's performance or completion of services. The Client understands the Wedding Planner cannot take over the responsibilities of another vendor, take over management of the staff of another vendor, or be held responsible or liable for another vendor's, or vendor's staff's, poor performance or nonperformance. This includes involvement in contract disputes and customer service conflicts after the wedding day is over.**

The Client is responsible for providing contact names, telephone numbers, email addresses, and any scheduled timetables for all vendors involved in the wedding ceremony and reception to the Wedding Planner no less than 14 days prior to the wedding. The client is also responsible for providing the Wedding Planner's name and telephone number to all vendors involved in the wedding ceremony and reception, as well as confirming with them that the Wedding Planner will serve as the main point of contact for the wedding day.

**Meals/Seating:** The Client is required to provide HOT meals (no cold vendor boxed meals) and dinner seating for the Wedding Planner plus one assistant.

## ***Payments***

The Client agrees to pay the Wedding Planner all fees listed above. At the time of contract signing, a deposit of 1/3 the package price plus all additional fees in full are due. **This contract will not go into affect and the Client's date will not be secured until the deposit is paid.** A second payment of 1/3 the package price is due 4 months prior to the wedding date. If the wedding date is less than 4 months from contract signing, a deposit of 2/3 the package price plus all additional fees in full are due.

Balance in full is due 2 weeks prior to the wedding date. A \$100 late fee will be charged if balance is not paid in full by 2 weeks prior to the wedding date, unless other arrangements are made in advance. The Wedding Planner reserves the right to withhold services if the balance is not paid in full by the rehearsal date.

**ALL deposits and payments are NON-REFUNDABLE. There is a \$50 returned check fee.**

**NO refunds OR credits are given for unused consulting time.**

## ***Travel/Lodging Fees & Additional Fees***

Travel Fees: If any of the Client's venues are located outside of our normal service area - St. Louis City (MO), St. Louis County (MO), St. Charles County (MO), Franklin County (MO), Jefferson County (MO), St. Clair County (IL), and Madison County (IL) - an additional, one-time \$200 travel fee will be charged.

Lodging Fees: For venues outside our normal service area (listed above), the Wedding Planner may request up to \$400 from the Client to cover lodging expenses for the night of the rehearsal and night of the wedding as needed. This is solely up to the discretion of the Wedding Planner.

Additional Fees: If the Client requests any special provisions or services from the Wedding Planner, these details shall be submitted in writing no later than three 3 weeks prior to the wedding date. The details and fee structure will then be noted in an addendum to this contract.

## **GENERAL PROVISIONS**

The Client fully understands and agrees that the Wedding Planner shall not be responsible or held liable in the event the Wedding Planner is prohibited from providing rehearsal/wedding day services due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as flooding, inclement weather or other unforeseen incapacitation or other cause of non-arrival on the day of the wedding. The Wedding Planner will make every attempt to notify the Client and to provide a substitute who can provide limited services if time and resources permit. In any event, the Wedding Planner, her agents and assigns shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any wedding services resulting from such incapacitations, non-arrival, errors and/or omissions of any type. If such non-performance were to occur, the Client would be entitled to a refund reflective of the disruption to the wedding day. This refund would be no less than 25% of the total fee of Day-of Services and no more than 100% of the total fee of Day-of Services. The amount of the refund will be determined based on mutual agreement between the Client and the Wedding Planner.

The Client gives permission and shall allow the Wedding Planner to post photographs and/or videos of the wedding couple, the wedding ceremony setting, reception setting, and any other related planning or rehearsal/wedding day images on the Wedding Planner's website, blog, Facebook page, Pinterest page, Instagram page, or any other related medium for viewing online or in print for A Bride's Ally and any other affiliates. The Client acknowledges that this is for promotional purposes only and they do not expect compensation of any kind. There shall be no expiration period for this permission.

The Client gives permission and shall allow the Wedding Planner to submit the Client's wedding for publication in print and online media outlets. The Client acknowledges that this is for promotional purposes only and they do not expect compensation of any kind. There shall be no expiration period for this permission. The clause in no way guarantees the Client's wedding will be submitted for publication or published.

The Wedding Planner gives permission and shall allow the Client to use any photographs, videos, or other recording media in which the Wedding Planner is in, or part of, in any manner or for any purpose they wish.

## **TERM/TERMINATION**

This Agreement will terminate automatically upon completion of the services required by this Agreement.

Both the Wedding Planner and the Client reserve the right to terminate this contract at any point during the wedding planning process due to uncooperativeness, lack of funds, irreconcilable differences, etc.

Termination must be provided in writing. There will be no additional charge to the Client for terminating this contract. The Wedding Planner is not required to issue any refunds for payments/deposits made, and the Client is not responsible for payments scheduled after the date of termination. The Client is still responsible for any unpaid, past due payments.

In the case of extreme or unusual circumstances regarding the termination of this contract, refunds may be issued based on amount paid versus amount of work already completed and potential business loss. These situations will be handled on a case-by-case basis. This clause in no way guarantees refunds.

This agreement or any attachments constitutes the entire agreement between the parties and may not be modified except in writing signed by both parties or by the acknowledgement of e-mail received by both parties. No other representations or promises have been made except those that are set out in this agreement. If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and remain in full force and effect.