



## THE OK FACTOR WEDDING CONTRACT

Name of Bride/Groom: \_\_\_\_\_

Name of Bride/Groom: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Day Of Contact: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Ceremony Start Time: \_\_\_\_\_

Location of Ceremony Venue: \_\_\_\_\_

Will your ceremony be outdoors?  Yes  No If yes, will there be adequate coverage for musicians?  Yes  No

Location of Reception Venue: \_\_\_\_\_

Will your reception be outdoors?  Yes  No If yes, will there be adequate coverage for musicians?  Yes  No

Rehearsal Date/Time (if applicable): \_\_\_\_\_

Accommodations (if applicable): \_\_\_\_\_

### Price Worksheet

Ceremony \$ \_\_\_\_\_  Rehearsal \$ \_\_\_\_\_  Consultation \$ \_\_\_\_\_  
 Reception \$ \_\_\_\_\_  Travel \$ \_\_\_\_\_  Commission \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Deposit Total (15%): \$ \_\_\_\_\_

**Final payment is due one week prior to the event.**

**Checks can be made payable to**

**The OK Factor**

**2215 E 58th Street**

**Minneapolis, MN 55417**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Prices/Fees:**

<b>Ceremony Only</b> (To include Prelude and Postlude, 20 minutes each)	<b>\$500</b>
<b>Reception/Cocktail Hour Only</b>	\$200/hour
<b>Ceremony + Reception/Cocktail Hour*</b>	<b>\$450 + \$200/hour</b>
<b>Rehearsal</b>	<b>\$100</b>
<b>Travel</b>	See pricing below
<b>Commission Fee</b>	<b>\$300</b>
<b>In-Person Consultation</b>	<b>\$100</b>

\*\$50 discount on ceremony if also requesting reception/cocktail hour music

**Payment Schedule/Cancellation Policy:**

— A non-refundable deposit of 15% is required to guarantee the reservation of this date/event. This deposit is due seven days after receiving/completing this contract. The remaining balance is due one week prior to the wedding date. Payment is accepted by cash or check. Deposits and full balances can be made payable to The OK Factor and sent to the following address: Olivia Diercks, 2215 E 58th Street, Minneapolis, MN 55417

— If the Clients should cancel their wedding for any reason, they must directly contact The OK Factor, or one of the members, at least 30 days prior to the scheduled date. Should the Clients fail to contact The OK Factor within this specified time period, a \$200 cancellation fee is due within 14 days of the cancellation date.

— If The OK Factor should cancel their performance due to unforeseeable circumstances, the duo will make all reasonable efforts to work with the couple to find a suitable replacement.

**Travel Compensation:**

— For all weddings, receptions, rehearsals, and consultations requiring 20 miles or more of car travel, The OK Factor requires payment equal to the standard reimbursement rate set by the IRS, which is based on an annual study of the fixed and variable costs of operating an automobile: \$0.53 per mile for business miles driven. Should any portion of this travel not possible by car, The OK Factor requires arrangements mutually agreed upon to be solidified and paid in full, by the Client, 30 days prior to the ceremony.

**Consultation:**

— At the request of the Clients, The OK Factor will meet with Clients for an in-person consultation for an additional required fee of \$100. Consultations will be between at least one of the Clients aforementioned, and at least one member of The OK Factor, unless otherwise specified. Consultations in person are up to one hour meetings in which Clients and performers discuss song choice, contract specifics, and other logistics. If travel is required for the consultation, travel compensation is required per the rates outlined above. Consultations can be held by phone for no additional charge.

**Additional Notes about the Ceremony and Reception:**

— The OK Factor will begin playing at the specified time previously agreed upon by all parties. Should the ceremony begin late, The OK Factor will charge \$25 per player, per half hour of overage.

— Should there be inclement weather, including but not limited to rain, wind, and/or excessive heat or cold, the Clients will provide protection from such elements. The OK Factor reserves the right to refuse to play, until or unless such conditions are remedied, should such conditions prove to be potentially damaging to their instruments.

— For every hour of continuous playing, The OK Factor requires a reasonable break at a time to be agreed upon by both parties.

— The OK Factor requests that the Clients provide the following, unless otherwise specified: two chairs and two copies of the wedding program.

**Commission Fee:**

— For a \$300 fee, The OK Factor will compose, perform, and record an original piece for the day of the Clients' wedding. If the Clients choose this special musical offer, The OK Factor will perform the piece at any point during the wedding ceremony and/or at the reception. The OK Factor will also provide a CD with a recording of the commission on the day of the wedding.

**Repertoire Selection:**

<b>Point in Service</b>	<b>Composer</b>	<b>Piece</b>
Prelude		
Grandparents		
Parents		
Bridal Party		
Bridal Processional		
Unity Candle		
Recessional		
Postlude		
Other		

Cocktail Hour Requests: