

## **EVENT/ WEDDING COORDINATION – RECEPTION ONLY SERVICES CONTRACT**

The Following Contract And Its Terms Will Set Forth An Agreement On This Date Between “Provider”- Vega’s DJ Services And “Client” - \_\_\_\_\_ For **Event Coordinating Services** To Be Rendered On \_\_\_\_\_ at \_\_\_\_\_.

This Written Contract Sets Forth The Full, Written Intention Of Both Parties And Supersedes All Other Written And/Or Oral Agreements Between Parties.

### ***PRIOR TO . . .***

#### **UNLIMITED PHONE AND ONLINE INTERACTION FROM DATE OF CONTRACT**

Creation of Wedding Day Timeline

Manage And Direct Vendors Per Clients Instruction

#### **Up To 3 Pre-Wedding Consultations (Typically an hour)**

◆ <b>Initial</b>	◆ <b>Intermediate</b> (2 Weeks Before Wedding/Event)	◆ <b>Final</b> ( 1-Week Before Wedding/Event)
Venue Walkthrough with Couple	Offer Ongoing Advice and Vendor Recommendations	Complete Coordinators Duties Checklist
Collect All Vendor Contracts And Contact Information	Correspond With Vendors Per Clients Instruction	Discuss “Personal Touches” Details
Create A Wedding Reception Layout	Finalize Timeline And Details To Complete Reception	
Assist With Timeline Creation		

### ***DAY OF . . . EIGHT (8) HOURS OF SERVICE ON WEDDING/EVENT DAY***

<b>COORDINATION OF VENDORS</b>	<b>COORDINATE WEDDING EVENTS</b>
Coordinator & Assistant On Site <u>Prior / During / After Reception</u>	◆ <b>Reception</b>
Coordinate Vendor And Service Deliveries	Coordinate All Wedding Events/ Announcement During Reception Per Approved Timeline
Coordinate Vendor Setup with Couple’s Reception Layout	Manage Wedding Participants
Ensure Payments Of Vendor Tips & Balances	Assure All Members Of The Wedding Party Are Looking Picture Perfect!
<b>PERSONAL TOUCHES</b>	Properly Organize and Que Processionals/Marches
Place Table Numbers, Place Cards, Favors, Toasting Glasses, Serving Set & Guest Book Per Clients Instruction	Provide Bridal Emergency Kit — Aspirin, Energy Bars, Mints, Sewing Kit, ETC...
Set Out Programs, Reserved Signs, Menu Cards, Seating Chart, Card Box, easel with picture or other small personal touches requested within reason.	
“Personal Touches” details must be pre-approved by coordinator.	◆ <b>After Reception</b>
	Pack Up Couples Personal Items As Directed In Advance
	Coordinate Services and Vendor’s Item Retrieval

### ***ADDITIONAL SERVICES AVAILABLE***

◆ **Event Decorating**      ◆ **Floral Arrangements**      ◆ **Floral Arrangements**      ◆ **Candy Bar**

**ALL PRICES INCLUDE** - Unlimited Phone & Online Interaction From Date Of Contract,

3 Pre-Wedding Consultations with client to explain the planning and coordination process, review wedding details, and answer any questions (Or two meetings and one Venue Walkthrough).

Eight (8) Hours of Services On Wedding Day - Services include Coordination of Vendors,

Wedding Events/Announcement, Wedding Timeline, Wedding Participants.

Provision of Bridal Emergency Kit.

Coordinators Do Not Set Up Tables, Chairs, Or Provide Any Type Of Janitorial Services

## **TERMS AND POLICES**

**PAYMENT** — A Non-Refundable Deposit In The Amount Of **\$200** Is Due Upon Signing Of This Contract.

We **DO NOT** Secure Your Date On Our Calendar Until The Deposit **AND** Signed Contract Is Received.

The Remaining Balance Is Due **(30) Days** Prior To The Day Of Event. If Payment Is Received After This Date, Client Is Subject To A 10% Late Penalty Fee.

No Services Will Be Provided If Payment Is Not Made In Full. We Accept Cash, Checks Or Credit Cards. Client Will Pay A \$45 Fee For Any And All Returned Checks.

**CANCELLATION** — Notifications of Cancellation must be made in Writing And Confirmed With Vega's DJ Services.

In Event Of Cancellation Your Initial Deposit Is Thereby Forfeited And Un-Refundable.

In Addition Events Cancelled Within **(90) Days** Of The Scheduled Event Will Incur a 50% Cancellation Fee.

**CHANGE OF DATE** — If You Must Change The Date Of Your Event Within **(90) Days** Of The Previously Scheduled Date Your Initial Deposit Is Thereby Forfeited. Client Must Secure New Date With An Additional Deposit, Pending Availability.

**HOLIDAYS** — There Will Be A 20% Rate Increase For Events On July 4th, October 31st, December 24th & 25th, December 31st & January 1st.

**COMMUNICATION** — Coordinators Will Make Up To 12 Attempts Either Thru Phone Or Email To Schedule Pre-Wedding Consultations.

Client's Failure To Respond To These Attempts Within Allocated Time Frame (2 Weeks Before Wedding).

Will Therefore Void Coordinator Obligations.

**ADDITIONAL HOURS** — Additional Meetings Or Additional Hours On The Rehearsal Or Event/ Wedding Day Are Available

At A Rate Of \$36/Hour If Booked In Advance.

Hours Added On The Wedding/ Event Day Will Be Charged At A Rate Of \$46/Hour (Accrued In Half Hour Increments)

Any Additional Hours Accrued On The Wedding/Event Day Are Payable Within (14) Days Of The Wedding/Event Date.

The Coordinator Has Full Discretion Regarding The Addition Of Extra Hours On The Wedding/Event Day,

And May Decline For Any Reason

**TRAVEL** — Over 60 Miles Round Trip, A Travel Fee Of \$1.50 Per Mile Will Be Included (Mileage fee will Include Venue Visit & Event Day)

Coordinator Travel Fee Is In Addition To DJ Travel Fee.

**PARKING** — Downtown Venues And Venues Without Private Parking Will Incur A \$16 Fee

Coordinator Parking Fee In Addition To DJ Parking Fee.

**MEALS** — Client MUST Provide A Meal For Coordinator And Assistant Equal To Guest's Meal.

A \$52.00 Fee Will Be Added To Package If Meal Is Unable To Be Provided.

**ACTS OF GOD** - We Are Proud Of Our Dependable Service Record. We Will Be There Unless An Act Of God Or Some Legitimate

Condition Beyond Our Control Intervenes, In No Event Shall Damages Exceed The Amount Due Under This Agreement.

**PHOTO/VIDEO RELEASE APPROVAL** - Client Agrees That Vega's DJ Services May Use Photographs And Videos Taken During Events

With Or Without Their Names For Any Purpose, Including For Example Such As Publicity,

Illustration, Advertising And Web Content.

**MISCELLANEOUS TERMS** — If Any Provisions Of These Terms Shall Be Unlawful , Void, Or For Any Reason Unenforceable Under Contract Law , Then That Provision, Or Portion Thereof , Shall Be Deemed Separate From The Rest Of This Contract And Shall Not Affect The Validity And Enforceability Of Any Remaining Provisions, Or Portions Thereof.

This Is The Entire Agreement Between "Provider" - Vega's DJ Services And "Client" \_\_\_\_\_ Relating To The Subject Matter Herein And Shall Not Be Modified Except In Writing, Signed By Both Parties.