S

(1) <<Name of

ces Provider>>

WEDDING PLANNING AN

CES AGREEMENT (B2C)

THIS AGREEMENT is made the

BETWEEN:

- (1) <<Insert Name of Weddi Trading Name if Different Sole Trader, Partnership, individual] [registered in I [,whose registered addres trading address is <<Insert</p>
- (2) <<Name of Client>> of <<I

WHEREAS:

- (1) We, <<Insert Name of We weddings to clients who a 2015) and We have reason
- (2) You wish to engage Us to a 1 below), subject to the term
- (3) We agree to provide the S subject to the terms and co

IT IS AGREED as follows:

1. Definitions and Interpreta

 In this Agreement expressions have the

"Booking"

"Booking Form

"Business"

"Consumer"

"Deposit"

"Fees"

S

rovider>> [, trading as <<Insert ,] a <<Insert Business Type, e.g. mpany etc.>> [as a self-employed <<Insert Registration Number>>] ed Address>> and] whose main

Provider>>, provide Services for ned by the Consumer Rights Act experience in that field.

he Wedding (as defined in Clause Agreement.

greement to You for the Wedding, nt.

otherwise requires, the following

t (made as set out in this Agreement) g;

n [attached to this Agreement] **OR** ed] by Us to You] containing details of d the Wedding, including the start and any and reception;

de, craft, or profession carried on by proganisation;

defined by the Consumer Rights Act this Agreement means an individual Services from Us for the individual's irposes wholly or mainly outside the s;

int stated in the Booking Form, being son account of those Fees;

of charges including any applicable asis of Our Price List) payable for all of all of Our expenses except for those We state in the Booking Form will be se charges;



"Our Premises"

"Price List"

"Regulations"

"Services"

"We/Us/Our"

"Wedding"

"Wedding Planner"

"You/Your"

"Your Premises"

- 1.2 Unless the context Clause or sub-Clau
- 1.3 The headings used affect the interpreta
- 1.4 Words signifying the
- 1.5 References to any
- 1.6 References to pers
- 1.7 References to "writ hand, and electro message,] or other

2. Booking Procedure

- 2.1 You must be 18 or
- 2.2 We will not book a unless and until You
- 2.3 You may make a b the enquiry form on and place of the We writing] to let You Services in relation You wish to arrange

[the above address] OR [<<Insert

rd hourly rates for Services which are ne Fees. The list of types of Services urly rates is available from <<Insert remail or at Our Premises>>;

ontracts (Information, Cancellation and lations 2013;

[planning [and] [coordination] [and] if the type/s described and detailed in ed by Us;

lanner and includes all Our staff,

nony and/or reception/party arranged Your Premises for and in relation to ices before and on the date of the

npany defined above as the "Wedding d address is set out above;

the person to whom We agree to

of premises identified in the Booking for part/s or all of the Wedding is/are ises which You arrange to use for the

reference in this Agreement to a use of this Agreement;

or convenience only and shall not

hclude the plural and vice versa;

ther gender;

tions; and

ression, includes letter by post or ether sent by e-mail, fax, [text

book any the Services.

r date/s to provide any Services y for it as follows.

e] [or] [in writing] [or] [completing he Services required and the date Your enquiry, We will respond [in her We are able to provide such date, and at the time and place, will at that time also advise You of

Our quotation of Formation You have Form attached OR Form [or] [You may

- 2.4 If You would then li You must within << to Your enquiry, ful also pay Us the De to Us.
- 2.5 You are responsible out in the Booking inaccurate or incom will not be liable for caused by Your fair or requirements.
- 2.6 By completing and by You, You confir and conditions of t Form all of the infor Us.
- 2.7 Your return/submis
 Deposit (and the re
 also requires any b
 Booking on the ter
 relation to the Wed
 or decline that offer
- 2.8 We may in Our disk the completed Bool <<Number, e.g. 3>>
- 2.9 We will respond to after receiving Your (i.e. confirming that decline it, We will a explain why We have
- 2.10 Only if and when Y (and part of the ba responded by sen requested in the B there be a binding of

3. Changes to Booking Deta

You may request changes calendar days before the d accommodate any request We do make a change req a result of the change in ac You of the amended Fees the request to make the ch

- 3.1 If You accep amended Fe
- 3.2 If you are no Us in writing

dditional expenses] based on the ask You to complete [the Booking Ve will provide you with a Booking on Our website]].

Booking based on that quotation, lar days after We have responded abmit the Booking Form to Us and bmit the completed Booking Form

information and requirements set complete. If You provide Us with irements in the Booking Form, We rmance or incorrect performance ccurate and complete information

py of this Agreement to Us signed agree to be bound by, the terms You will include in the Booking that You wish to communicate to

to Us, and Your payment of the ce of Fees where sub-Clause 4.4 t time) will be an offer to make a is Agreement for the Services in ting Form, but whether We accept Our absolute discretion.

even if the time when You return eposit is later than the end of the to in sub-Clause 2.4.

ber, e.g. 5, 7, 10>> calendar days osit by either accepting Your offer ooking) or by declining it. If We our Deposit to You in full and will fer.

ooking Form and pay the Deposit use 4.4 requires it) and We have of confirmation of the Booking be a "Booking" and only then will Us.

time at least <<Number, e.g. 5>> will use reasonable endeavours to be under no obligation to do so. If be entitled to amend the Fees as List, and if We do so We will notify 3>> calendar days after receiving on:

u may confirm the change and the

nended Fees, You may confirm to

3.2.1 be p

3.2.2 cand

If You do not let us have a calendar days after We no unchanged and We will prothe requested change.

4. Fees and Payment

- 4.1 The Fees will be be We spend on each provide will be mul particular activity. A List, and they inclu Your home (and an You [and Your part more dates prior to attending Your Prewe We tell You the amamount of time We
- 4.2 If We need to spe Services to You that as Our Quotation, estimated time one supplementary invoafter We issue it. Vous additional time is near that Vous additional time on the before We spend at
- 4.3 After You have paid
- 4.4 You must pay Us a
 - 4.4.1 <<e.g.50>>9
 before the V
 figure as in p
 You must in
 Deposit whe
 and
 - 4.4.2 The final < Wedding.
- 4.5 We will, before the balance of the Fees
- 4.6 You must pay the I You.
- 4.7 [You must reimburs Booking Form state calendar days after reimbursement of it << e.g. 7>> calendar
- 4.8 You must pay Us the

s at the original Fees agreed and c; or

and subject to the cancellation

ations within <<Number, e.g. 2>> d Fees, the Booking shall remain original Fees agreed and without

Iculation. Each hour (or part) that part of the Services that We are to e shown in the Price List for that purly rates) are shown in the Price Illing to and from Your Premises, We agree to meet), meetings with renue at Your Premises on one or a rehearsal for the Wedding, and edding. We will advise You (when r estimate at that time of the total

. 20>>% more time in providing iously estimated and advised You litional time over and above that of that additional time, and that within << e.g. 7>> calendar days invoice an explanation of why the additional time will be or was spent ee that We will need to spend any entify and advise You in advance

issue a receipted invoice for it.
and cleared funds:

than <<e.g. 42>> calendar days king is made less than <<same alendar days before the Wedding, .g. 50>>% of the Fees with the ur completed Booking Form to Us;

es on or before the date of the

of each of the above parts of the characters of the characters.

We fully and correctly provide to

ecific additional expense which the y You. We will within <<e.g. 14>> n each case, issue an invoice for syment of the invoice will be within issue the invoice to You.]

and reimbursable expenses using

any of the following

- 4.8.1 <<Insert me Booking Sys
- 4.8.2 << Insert me nominated b
- 4.8.3 <<Insert Add
- 4.9 Prices for the Services with notice as possible between the time value providing any Services amount of Fees will any of the Services
- 4.10 All prices for a Ser applicable VAT.
- 4.11 If You state anythin
 We previously quo
 necessitates alterin
 amount and ask Y
 confirm in writing
 amount, We will not
- 4.12 [The Booking Form attend the Weddir suppliers of goods other facilities or s numbers attending amount of Fees a number as stated i the Booking Form t You have revised expenses) may be << Percentage, e.g. and in that case Yo Your Booking for th
- 4.13 [If the number of perwedding is in excretimate of that number and additional at or have to carry or increased number], total amount that we number attending [Into charge that addit an invoice for that a e.g. 3>> calendar payable within <<NI
- 4.14 [If the number of gupreviously estimate Fees payable for the previously estimate reduction in Fees for request We will whether to make ar

rd By Phone or Using Our Online

CS or CHAPS transfer into Our

inge from time to time. We may will try to give You as much prior However, if any prices increase ing and the date when We begin will not apply to You and the as a result of the altered prices for the Wedding.

e List are shown inclusive of any

which We were not aware of when a payable and We decide that it will advise You of the revised Fee sh to proceed. Unless You then oceed and pay the revised Fee

e of the number of people who will Your partner, officiants, guests, attending for whom any meals or by You [separately showing the ach part of the reception]). The payable will be based on that ever, at any time after You submit of the Wedding You notify Us that the amount of the Fees (and e revised number is in excess of a roriginal estimate of that number, be a change requested by You to bove.]

mony and/or any other part of] the e.g. 25%>> greater than the last Us, We reserve the right to charge /e have had to adapt the Services greater expense to cater for the for the Services will then be the ed in the Price List for the actual part of] the Wedding. If We decide you at the Wedding and give You wedding [or] [within << Number, or]. That invoice will be due and days after We give it to You.]

of] the Wedding is fewer than You if according to the Price List, the less than for the number that You You will not be entitled to any the number is significantly fewer, aces and in Our discretion decide if We do so decide We will repay

to You the amount

5. Cancellation of the Service

- 5.1 If, at any time You of the amounts that Us, as follows.
- 5.2 You may at any tim immediately on the spent either no time Services or time tot refund to You all su any specific addition Booking Form if When the amount of those must pay Us the diffigive You an invoice
- 5.3 You may at any tim immediately on the spent time on any (which totals more the additional expense. Form. If by the darkspend that time on must pay Us at the <<same figure as expenditure.
- 5.4 Where by the date paid any sums to Clause 5.3 will be any balance to You sub-Clause 5.3 is repay Us the different You invoices for the
- 5.5 If You cancel the Se Us for that cancellar
- 5.6 If, due to except including, but not lit You or Your partne at Your Premises be need to cancel the absolute discretion that We are entitled
- 5.7 We may by giving time before the time provided where:
 - 5.7.1 an event of more than Services in from a cau in full all a amount of prior approximately.

Fees]].

hts

will be entitled to keep some or all You must also make payments to

e Us notice to cancel the Services ne date of cancellation, We have other) activities forming part of the g. 2>> hours. In that case, We will s by that date less the amount of We had Your prior approval in the red the expense/s by that time. If all sums You have paid Us, You r, e.g. 5>> calendar days after We fference.

e Us notice to cancel the Services e have by the date of cancellation ivities forming part of the Services for We have incurred any specific our prior approval in the Booking reasonably necessary for Us to Us to incur that expenditure, You all of that time (including the first and You must reimburse that

sub-Clause 5.3 You have already at You must pay Us under subnithose sums, and We will refund nount that You must pay Us under have already paid Us, You must . 5>> calendar days after We give

s 5.2 - 5.4 You will not be liable to se sub-Clauses.

eyond Your reasonable control ts or bereavement affecting either ir immediate family, or any venue he Wedding, You decide that You der the circumstances and in Our any of the Fees for the Services

any parts of the Services at any parts of the Services are to be

8 below occurs and continues for . If We do decide to cancel the n provided that that event resulted ble control, We will refund to You baid Us for the Services less the expense/s for which We had Your m if We reasonably incurred the occurred. If the amount of those

expenses in the different You an investment of the further liable.

5.7.2 You have r cancel. In same exte You had in 5.3; or

5.7.3 We find the Rights Act circumstan extent as, instead at t

If We cancel the S refund Fees or othe

5.8 We may immediate

5.8.1 [We considered conduct of renders it and/or to amounts to

OR

5.8.2 [the venue impractical do not hav Premises.]

In any such case, Fees for those Service for any unpaid bala terminated the Se accordance with this such amount of Fe part hour that We termination.

5.9 Where the contract Regulations give Yo in addition to the rid You may for any re Booking is made, b to be provided on a You have expressly Services in that 14 requested Services accordance with th Your Booking be c You. If You cancel made any paymen payment to You wit due under the abov the Services covere u have paid Us, You must pay Us . 5>> calendar days after We give that difference. You will have no e Booking; or

s due and payable by the time We ain liable to Us as if, and to the been liable under this Clause 5 if led the Booking under sub-Clause

ner" (as defined by the Consumer e to cancel the Services in such ple to Us as if, and to the same ble under this Clause 5 if You had poking under sub-Clause 5.3.

ances We will have no liability to

any of the Services if:

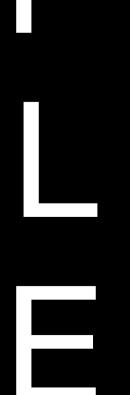
binion that any act or omission or n(s) which occurs at the Wedding have to continue to be present / Services at the Wedding and/pement];

ather conditions make it unsafe, de the Services outdoors and You an to use an indoor area at Your

to any refund of all or part of the result, and You will remain liable Id have become due had We not stead completed the Services in It We will refund and/or allow You want hourly rate for each hour or y out any Services due to that

not made on Our Premises, the s sub-Clause 5.9, and they will be above provisions of this Clause 5. during the 14 day period after the ny all or any parts of the Services e end of that 14 day period, and if de those Services or parts of the b so. You may not cancel those s and You must pay for them in his Clause 5. If You request that irm this in any way convenient to clause 5.9, and You have already the Booking, We will refund the Your cancellation less the amount se 5 for those Services or parts of e have provided.





Further Details of Our Ob 6.

- The following will Agreement and the
- 6.2 We will only make Clause 1 above), ai be Your confirmation Booking by You.
- 6.3 We will (as a princi connection with, the facilities, materials. Wedding other than
- 6.4 [Our Services will in party suppliers of a for the Wedding th (either as Your ad arrangement with a suppliers to You, ar and ask them to su needed to implem approved by You. sole responsibility to
 - 6.4.1 to engage th
 - 6.4.2 the services
 - 6.4.3 their price is
 - 6.4.4 their terms a
- 6.5 If You do contract must only do so as
- 6.6 We will not accept a any such third par engagement or the omissions of any su
- 6.7 Our Services will ir effectively and in before and at the W
 - 6.7.1 cooperating
 - 6.7.2 coordinating

whom You notify entertainment, phot other goods, servic will act as ushers. Wedding

provided that We coordination of or acting or dealing wife or due to their not a

- [Whilst We will be 6.8 Clauses [6.4] [and]
 - 6.8.1 to provide,
 - 6.8.2 to supervise goods or s

nd the Services.

in addition to the details in this

to a "Consumer" (as defined in king Form, that will be deemed to onsumer" in connection with any

e the Services for You for, and in rovide any other goods, services, else for, or in connection with, the

any need for You to engage third r to implement plans [or designs] with You. However. We will not enter into any contract or other may suggest possible third party gree, We will contact them for You to provide the goods or services or plan produced by Us and any such quotation, it will be Your

m;

r needs:

able.

gested or introduced by Us, You ur agent or in Our name.

ty for, or in relation to, selection of arges or other amounts, or their ntract with You or other acts or

ing to stage manage the Wedding he-line that We agree with You,

any third party; and

rty

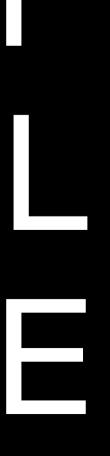
ling premises, catering, music, g, invitations, decorations, or any e Wedding, or who You notify Us be involved in any aspect of the

e for any shortcomings in Our ny such third parties due to their y supplier in an unreasonable way requests.1

s that We undertake under sub-/ill not [also] be responsible:

tertainment; or

sible for any third party supplier of nissions: or



6.8.3 for behavio or other pe

6.8.4 for taking including wagree [if ar

6.9 We will provide the

6.9.1 with reason

6.9.2 in accordar required as

6.10 We will ensure that least £ [1,000,000]]

6.11 [If We name an indithe Services on o However, We will be for any reason be unavailable at any Services. In that cathe same standard

OR

[If the Wedding P personally for any limited to illness, ac individual to provide of the same standa

6.12 [If at any time You a attending any meet out any planning or them as set out in provide that part of Form and Your req will apply:

- 6.12.1 We will not time and of Form:
- 6.12.2 Neverthele agree in w order to fir will be limit of the Serv preparatior provide for
- 6.12.3 If We do a as a condit of Fees ba the extensi within <<N part of the payable wi You; and
- 6.12.4 You will no agree to e agreed for

, ushers, greeters, gate crashers,

curity of your or others' property, than the particular steps that We /edding].

of the particular type of Services orm.;

olic liability insurance cover [of at services.

orm] who is to provide all or any of avour to provide that individual. any alternative to that individual if control that individual becomes rvices or the relevant part of the an alternative individual who is of ndividual they replace.]

to provide any of the Services sonable control (including but not We will arrange for an alternative evant part of the Services) who is e Wedding Planner.]

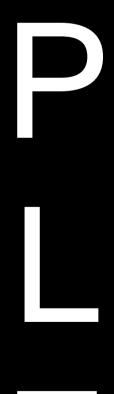
cular part of the Services (such as r part of the Wedding, or carrying than a date and/or time agreed for if We are nevertheless ready to e and time agreed in the Booking by any fault of Ours, the following

at part of the Services beyond the that part set out in the Booking

may in Our reasonable discretion of the Services as is necessary in vices. In that case, Our obligation able endeavours to finish that part straints of the overall timescale of ther parts of the Services that We at that time to Our other clients;

of the Services, We may state that ou must pay an additional amount ly rate for the necessary period of invoice for that additional amount days after We have provided that ed period, and it will be due and calendar days after We give it to

luction in Fees where We do not ervices beyond the date and time form.]



6.13 We will not be obliq or time than We have request We agree in

6.14 [We may not place [reception] [party] a and the services W

OR

[We may place [ceremony][or][recematerials about Us than reasonably s provide Our contacleast <<e.g. 21>> or amend such ar Wedding [We conscontent.]

6.15 We recommend th create a time-line f produce such a tim time-line of the late quests to have lef Time"). We will ens less than <<e.g. 30 end at least <<e.g. the risk that the We the Latest Time. Hd additional venue ch where the time-line Us for any reason have at any time st for the Wedding th allowed for it in the

7. Your Obligations

You must ensure that:

- 7.1 Your Premises are Wedding as [design
- 7.2 Your Premises have purposes of the We
- 7.3 Your Premises have purposes of the We damage to wedding
- 7.4 Your Premises are out in the Booking F
- 7.5 [where the venue a backup plan to use make it unsafe, impoutdoors];
- 7.6 [You (or a person the person acting o Premises from Ou <<Period of Time, Wedding stated in t

any Services at any sooner date the Booking Form unless at Your so.

at the Wedding [ceremony] [or] er promotional materials about Us

elsewhere] at the Wedding less cards or other promotional er [provided that they are no more the nature of Our services and You a sample of all such items at Wedding] [and We will withdraw 14>> calendar days before the easonable objection to any of its

sk which is part of the Services) to edding. Unless You ask Us not to o inform Us before We produce a requires the Wedding to end, all ed, cleaned and vacated ("Latest rovides for a "grace period" of no that all those actions are timed to fore that Latest Time, to minimise ping up of the Wedding overruns any liability that you may incur for occurrence of any overrun [either] grace period [or where You asked e-line] unless it is shown that We party supplier of goods or services delay anything beyond the time

and are otherwise suitable for the

other licenses necessary for the

nd supervision necessary for the ary measures to prevent loss of or ty belonging to You or others).

g on the date and at the time set

Wedding is outdoors, You have a remises where weather conditions to begin or continue the Wedding

rehand] [in the Booking Form] as I should liaise is present at Your the Booking Form until at least tes after the finishing time of the

- 7.7 the following are a purposes of Our a there]:
 - 7.7.1 [suitable par
 - 7.7.2 [appropriate the course o
 - 7.7.3 such [other]

8. Events Beyond our Reas

- 8.1 We will not be liab under the contract r
- 8.2 If any event descrift adversely affect Outwill try to inform You suspended when the will be extended action may suggest an alternative available.
- 8.3 You may cancel th and provided that t cause beyond Your You have paid to additional expense. Form if We reasona event. If the amour Us, You must pay U after We give You have no further liab

9. Limitation of Liability

- 9.1 Whilst we will [desi in relation to the W You and agreed by partner or fiancé a Wedding except what You may neverthell complaint or comme
- 9.2 [As set out in detailiable for acts or of services or otherwise.]
- 9.3 We will be respon suffer as a result negligence. Loss of Our breach or neg contract with You damage that is not
- 9.4 We provide and se use/purposes. We business, interruption
- 9.5 Nothing in this Agreed death or personal employees, agent

charge at Your Premises for the the Wedding [and any rehearsal

roximity of Your Premises;]

an alcoholic drinks] for Us during

We may reasonably require.

lay in performing Our obligations beyond Our reasonable control.

.1 occurs that does or is likely to bligations under the contract, We ly possible, Our obligations will be time limits that We are bound by You when that event is over and when We can make the Services

do not provide due to that event, er sub-Clause 8.1 resulted from a will refund in full all amounts that ess the amount of any specific our prior approval in the Booking e/s before We informed you of the nore than all sums You have paid <Number, e.g. 5>> calendar days mount of that difference. You will e Booking.

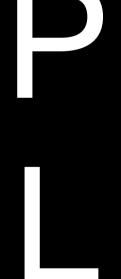
ng and provide any other services th Your requirements as stated by sponsible or liable if You or Your vith any Services or aspect of the breach of the contract by Us, but ned in Clause 14 if You have any

.8,] We will not be responsible or suppliers to You of any goods or ther third parties.

e loss or damage that You may Agreement or as a result of Our if it is an obvious consequence of plated by You and Us when Our be responsible for any loss or

nly for Your personal and private ou for any loss of profit, loss of loss of business opportunity.

will exclude or limit Our liability for negligence (including that of Our or for fraud or fraudulent



misrepresentation.

9.6 Furthermore, if you 2015, or a consur legislation, nothing prejudice, or otherwrights or remedies,

9.6.1 the Consum

9.6.2 the Regulati

9.6.3 the Consum

9.6.4 any other co

as that legislation is

For more details of Advice Bureau or T

10. Changes to Terms and C

We may from time to time of giving You notice, but We was is reasonably possible of

11. How We Use Your Person

- 11.1 To the extent that \ that that personal ir
- 11.2 For complete detai personal data inclu data is used, the le how to exercise the refer to Our Priv person>>] **OR** [atta

12. Regulations

We are required by the F made available to You as before We accept Your off and Your payment of the I from the context of the tra this Agreement for You to accept Your offer. All of the of the terms of Our contract

13. Information

As required by the Regulat

- 13.1 all of the information
- 13.2 any other information and Our business Booking or when many

will be part of the terms of

14. Complaints and Feedbac

We always welcome feed endeavours to ensure th experience as Our Client is fined by the Consumer Rights Act f any other consumer protection ntended to or will exclude, limit, ties or obligations to You, or Your der:

or ation

me.

ase refer to Your local Citizens'

nditions of this Agreement without endeavours to inform You as soon

otection)

personal information, You warrant d complete.

cessing, storage, and retention of the purpose(s) for which personal using it, details of Your rights and haring (where applicable), please from <<insert location/name of

at certain information is given or make Our contract with You (i.e. n of the completed Booking Form at information is already apparent ded the information itself either in ake it available to You before We quired by the Regulations, be parter.

and

about the Services or Ourselves count when deciding to make a about the Services

a Consumer.

We always use all reasonable ith Our Services and that Your less want to hear from You if You

have any cause for complother complaint about Us Wedding Planner>>] OR contacted by [<<Insert Met

15. Miscellaneous

- 15.1 No failure or delay I means that We or Y breach of any prov any subsequent bre
- 15.2 If any provision of invalid or unenforce of this Agreement a affected.

16. Law and Jurisdiction

- 16.1 This Agreement a contractual or other with the law of [Eng
- 16.2 As a consumer, Yo your country of res reduces Your rights
- 16.3 Any dispute, contro to this Agreement contractual or othe England, Wales, S residency.

[Att

ΤE

Notes:

- Client accepts and agrees t Form to Wedding Planner v the terms and conditions se Client.
- (2) Only if and when Wedding Booking Form (as previous Deposit) will there be a cont
- (3) The details marked "(Wed Wedding Planner, with the returns the Booking Form to
- (4) Additional information/requir this Booking Form will have Client. However, if Wedding

mplaint about the Services or any ase raise the matter with [<<the rson to Contact>>] who can be Post>>].

g any rights under this Agreement t, and no waiver by Us or You of a means that We or You will waive ther provision.

by any competent authority to be the validity of the other provisions provision in question shall not be

etween You and Us (whether by, and construed in accordance Ireland] [Scotland].

nandatory provisions of the law in Clause 16.1 above takes away or those provisions.

aim between You and Us relating between You and Us (whether o the jurisdiction of the courts of reland, as determined by Your

te1

RM

and return of this completed Booking ding Planner to book the Services on eady signed by Wedding Planner and

d returns a copy of this completed Client to Wedding Planner with the ner and Client for the Services.

lete)" below are to be inserted by ed by Client before Client signs and

Wedding Planner by being set out in tract between Wedding Planner and any such Client additional information

or requirements set out in the the requested booking.

Name of the Wedding

- 1. Name of the Wedding Planner ("Wedding Planner") as per heading in Agreement:
- 2. Address of Wedding Planner as per heading in Agreement:
- 3. Full name of Client:
- 4. Full address of Client:

Mobile or other phone number of Client:

5. Address/es of Your Premises where venue/s for Wedding located:

Phone number/s of venue/s:

- 6. Nature/description of venue/s at Your Premises (e.g. banqueting hall, ballroom) [and state if indoors or outdoors]:
- 7. If venue/s is/are outdoors, what is/are indoor back-up venue location/s, if any, in case of bad weather:
- 8. Format of Wedding (e.g. ceremony in a place of worship/reception/dinner/dance with disco/live band at a hotel/public hall):
- 9. Date of Wedding
- 10. Time/s when Wedding

advise Client that they cannot accept

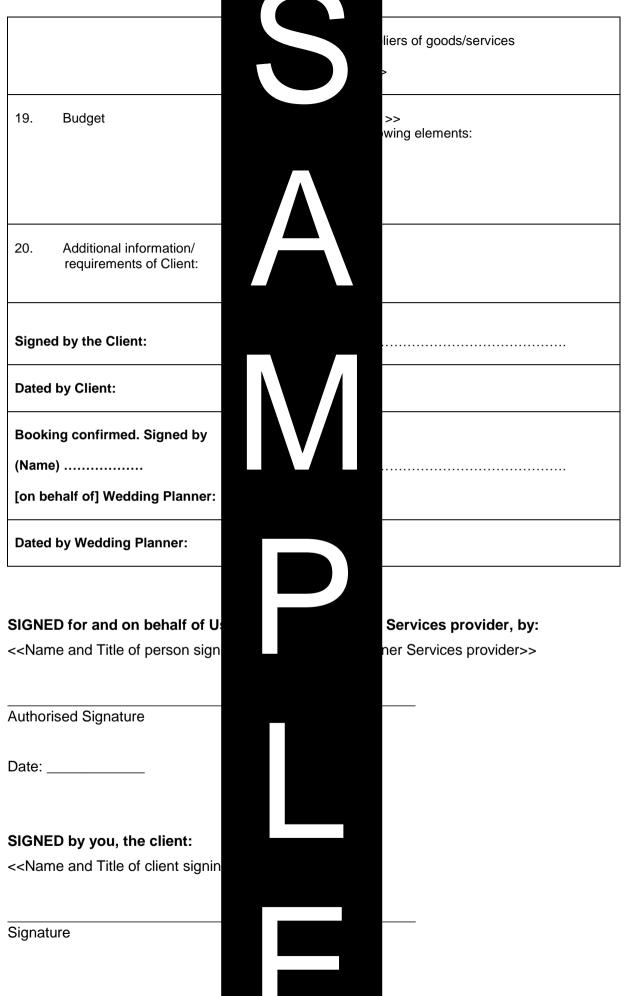
complete>>

complete>>

ediately adjoining outdoor location:

ar from outdoor location:

	Planner to arrive at each Wedding venue on day of Wedding	
11.	Start Time of Wedding ceremony:	
	Start Time of Wedding reception:	
12.	Finishing Time for Wedding	
13.	The Fees including VAT payable (at least [14] days before date of Wedding):	-complete>>
14.	Details of expenses approved by Client to be reimbursed by Client in addition to payment of Fees:	
15.	Deposit amount (usually 25%) to be enclosed/paid on date of submitting this form:	-complete>>
16.	Estimated number of guests:	
17.	Names of any third parties providing services or facilities at or for the Wedding with whom Wedding Planner is to liaise/cooperate:	
18.	Description/listing of the particular services to be provided by Wedding Planner to client:	es/ services/tasks that your wedding s>>. day of Wedding and for rehearsal:
		ncluding above Coordination tasks /
		pudget
		ues



Date: _____