

## Wedding Day Coordinator Contract

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

|                  |                  |
|------------------|------------------|
| Bride's Name     | Groom's Name     |
| Street Address   | Street Address   |
| City, State, Zip | City, State, Zip |
| Email Address    | Email Address    |
| Telephone        | Telephone        |

~ Number of guests ~

0-50   
  50-100   
  150-200   
  200-250   
  250-300   
  300+

~ Vendor Information ~

|                    |                    |
|--------------------|--------------------|
| Ceremony Location  | Reception Location |
| Time               | Time               |
| Contact Info       | Contact Info       |
| Officiant          | Photography        |
| Contact Info       | Contact Info       |
| Ceremony Musicians | Florist            |
| Contact Info       | Contact Info       |
| Bakery             | Videography        |
| Contact Info       | Contact Info       |
| Caterer            | DJ or Band         |
| Contact Info       | Contact Info       |
| Tuxedo Rental      | Transportation     |
| Contact Info       | Contact Info       |
| Other              | Other              |
| Contact Info       | Contact Info       |

**ENTIRE AGREEMENT:** This agreement contains the entire understanding between Katrina Hetrick (The Cheshire Kat Design Studio, or for the purposes of this contract, the "COORDINATOR") and \_\_\_\_\_ (the "CLIENT"). It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.

**RESERVATION and PAYMENT:** A signed contract and booking fee of \$150.00 is required to reserve your wedding date and time. The balance of the contract amount is due on the schedule as listed below:

Contract Amount: \$ \_\_\_\_\_  
 Non-refundable Deposit \$150    Due Date \_\_\_\_\_  
 75% Payment \_\_\_\_\_    Due Date \_\_\_\_\_  
 Balance \_\_\_\_\_    Due Date \_\_\_\_\_

Upon receipt of the booking fee and signature of this agreement, the COORDINATOR will reserve the date agreed upon and will not make reservations with another CLIENT for the same date. For this reason, the booking fee paid is NON-REFUNDABLE, even if the date is changed or the wedding cancelled for any reason; including but not limited to, acts of God, fire, strike and/or extreme weather. Accepted forms of payment are cash, personal check (made out to Katrina Hetrick), and credit card payments through Paypal.

**HOUSE RULES:** The COORDINATOR is limited by the guidelines of the ceremony and/or reception site management. All rules as set out by each venue and vendor will be followed and respected.

**DIGITAL GRAPHICS, DESIGNS, and COPYRIGHTS:** The graphic design elements produced by COORDINATOR are protected by Copyright Law (all rights reserved). Designs may not be distributed or reproduced by THE CLIENT to any other individuals for their use.

**ASSISTANTS and ATTIRE:** Should your wedding require it, COORDINATOR will provide assistants in order to fulfill this contract. These assistants will abide by all terms of this contract. The decision to use assistants is at the sole discretion of COORDINATOR. The cost of said assistants is included in your contract amount. COORDINATOR and any associated staff will dress in appropriate attire for your wedding.

**MODEL RELEASE:** It is agreed that COORDINATOR may display and use any photographs taken for advertising in ways thought proper by COORDINATOR. For CLIENT privacy, last names may be obscured if requested.

**LIMIT OF LIABILITY:** In the unlikely event of severe medical, natural, or other emergencies, it may be necessary to retain an alternative coordinator. COORDINATOR will make every effort to secure a replacement coordinator able and/or willing to provide a similar package as chosen in this contract at the same/similar tariff. If such a situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received for the event package. The limit of liability shall not exceed the contract price stated herein.

**RIGHT OF WITHDRAWAL:** COORDINATOR's discovery of new information, changes to agreed circumstances without previous discussion, or other factors which tend to circumvent standard policies may result in withdrawal. Should COORDINATOR initiate the withdrawal, all fees will be returned, excluding booking fee as well as fair market value for all services/products already provided.

**SEVERABILITY:** If any provision of this agreement is held to be invalid or unenforceable under the law, the validity of this agreement as a whole shall not be affected, and the other provisions of the agreement shall remain in full force and effect.

The undersigned have read, understood & agreed to the policies and terms listed in this contract. The undersigned will have The Cheshire Kat Design Studio as their official day-of coordinator for their wedding, which will take place \_\_\_\_\_, 2010.

Client \_\_\_\_\_ Date \_\_\_\_\_

Client \_\_\_\_\_ Date \_\_\_\_\_