

EVENT CONTRACT

This Agreement is made effective as of _____, by and between _____ d.b.a. **Always and Forever Events LLC**; and **(clients' names)**. In this Agreement, the party who is contracting to provide services shall be referred to as "Always and Forever Events LLC" and the party who will be receiving the services shall be referred to as "The Clients". Always and Forever Events LLC represents that they have extensive background in all aspects of the wedding/event coordination profession and access to a full range of service contacts in New Jersey and surrounding areas. Always and Forever Events LLC is willing to provide services based on this background.

The clients or agent of clients represent that the event is to take place on _____ **(date)** and they desire to have wedding/event coordination, and related services provided by Always and Forever Events LLC.

Therefore, the parties agree as follows:

1) DESCRIPTION OF SERVICES: Always and Forever Events LLC will provide the following services:

Florals/Decorations: Always and Forever Events LLC agrees to do all research necessary to find florals and decorations within the clients' budget. Always and Forever Events LLC will find the most viable options and present to the clients to make the final decisions if clients indicate they require this service in paragraph 13. In addition to the floral and decoration fees, the clients will be responsible for any delivery and/or return fees incurred.

Rentals: Always and Forever Events LLC will be responsible for coordinating delivery and return of all rentals. Delivery and Return fees will be the responsibility of the client Always and Forever Events LLC will do all research necessary to find the essential rentals that are within the clients' budget and present to the clients to make the final decisions if clients indicate they require this service in paragraph 13.

Music and Entertainment : Always and Forever Events LLC will do all research necessary to find music and entertainment within the clients' budget. If clients indicate they require this service in paragraph 13, Always and Forever Events LLC will find the most viable options and present to the clients to make their final decision.

Formal Wear: Always and Forever Events LLC will coordinate the required fitting for all formal wear if this service is required in paragraph 13. Always and Forever Events LLC will not be responsible for returning Formal Wear Rentals.

Transportation: Always and Forever Events LLC will coordinate all transportation on behalf of the clients if indicated in paragraph 13. Always and Forever Events LLC will find transportation options within the clients' budget and present the most viable options to the clients to make their final decision.

Catering: Always and Forever Events LLC will do all research necessary to find catering (provided it is not included with the venue) options within the clients' budget and present to the clients to make the final decision if clients indicate they require this service in paragraph 13.

Outside events: Always and Forever Events LLC will not be responsible for obtaining any permits necessary to host an outside event, if this service is required in paragraph 13. Any additional costs incurred by obtaining these permits will be the responsibility of the clients. See paragraph 7 for more details.

Photography and Videography: Always and Forever Events LLC will do all research necessary to find photography & videography options within the clients' budget and present to the clients to make the final decision if clients indicate they require this service in paragraph 13.

Lodging: Always and Forever Events LLC will research lodging arrangements on behalf of the clients and present all viable options to the clients to make the final decision. Always and Forever Events LLC will also be responsible for arranging proper lodging accommodations if service is required in paragraph 13.

Event Coordination: Always and Forever Events LLC will be responsible for making your day run smoothly! Always and Forever Events LLC will be responsible for making sure other service providers know where and when to set-up and to fix any errors as they arise.

***Note:** Venues and services booked by Always and Forever Events LLC may require separate contract terms other than those specified in this contract. Always and Forever Events LLC may enter into contracts on behalf of the clients. The clients will be responsible for these terms and conditions.

2) COMPENSATION FOR SERVICES:

(a) The clients or agent of clients, agree to pay an initial non-refundable deposit of \$_____ to be applied toward the final event invoice. This payment that serves as a retainer is due and payable at the time of contract signature.

(b) The remaining balance will be due no later than two weeks prior to the event, or _____ **(date)**. Always and Forever Events LLC will arrange a meeting prior to the event to discuss the final amounts due for all services coordinated (i.e. Lodging, Reception Location, etc.) and collect the payments to deliver to the vendors. There is an additional **10%** coordination fee for those services.

(c) Payments may be via **PayPal, Cash, Check or Money Order**. In the event of returned payments, a **\$50.00** Non-Sufficient Funds charge will be assessed per returned payment.

3) DATE CHANGES:

In the event The Clients is forced to change the date of the wedding every effort will be made by Always and Forever Events LLC to transfer location reservations and sub-contractors to support to the new date. The clients agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the clients. There may also be additional charges above and beyond those set forth in paragraph 2 above. The clients further understand that last minute changes can impact the quality of the event and that Always and Forever Events LLC is not responsible for these compromises in quality.

4) CANCELLATIONS:

In the event of a cancellation all payments made to date are non-refundable and all outstanding payments will be due immediately. Always and Forever Events LLC will require the **10%** fee assessed for providing services already rendered and the deposit will be non-refundable. The price for any non-refundable items purchased on the clients' behalf will be due immediately in exchange for delivering those items to the clients.

5) REMEDIES:

In the event Always and Forever Events LLC is unable to collect the required payments for any reason the following will apply:

(a) Day 1-15: All coordination efforts will cease

(b) Day 16: All location and sub-contractor reservations made on behalf of the clients will be canceled and collection efforts for any remaining debt to Always and Forever Events LLC will commence.

6) ACCOMMODATIONS:

The clients agree that any property retained by Always and Forever Events LLC on behalf of the clients may require a separate contract.

7) OUTDOOR LOCATIONS:

The clients understand that Always and Forever Events LLC coordinates certain outdoor wedding locations but will not be responsible for purchasing any permit from the federal government or state agencies. The clients agree that they and their invited guests will abide by the permit requirements while on federal land. Always and Forever Events LLC is operated in accordance with the USDA policy which prohibits discrimination on the basis of race, color, sex, age, handicap, familial partners, religion, and or national origin.

8) ENTIRE AGREEMENT:

This Agreement contains the entire agreement of the parties except as noted in paragraph 6 above, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. Always and Forever Events LLC total liabilities shall not exceed the amount collected by Always and Forever Events LLC less the deposit.

9) AMENDMENT:

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

10) SEVERABILITY:

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

11) WAIVER OF CONTRACTUAL RIGHT:

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

12) APPLICABLE LAW:

This Agreement shall be governed by the laws of the State of New Jersey.

13) COORDINATION RESPONSIBILITIES:

The clients would like to have Always and Forever Events LLC provide coordination of the following events and/or services: