

This Destination Wedding Contract is made & entered into on _____

date

Primary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

Planning & Coordination

Our destination wedding planning services are designed to take the stress off your shoulders while ensuring a seamless and unforgettable event. This phase includes everything from initial concept development to full coordination of all elements leading up to your special day.

- **Venue Research, Selection & Booking Support:** We provide expert assistance in sourcing and securing the perfect venue for your wedding. Our team will:
 - Present a curated list of destination venues based on your style, guest count, and budget.
 - Schedule and manage virtual or in-person tours when available.
 - Assist with negotiations and booking logistics to ensure contracts, deposits, and policies are clearly outlined and understood.
 - Evaluate venue inclusions, restrictions, weather contingency plans, and local regulations.
- **Vendor Sourcing and Coordination:** From photographers to florists and entertainment, we ensure you're working with the best vendors in the destination location.
 - Provide a vetted list of reputable local or travel-friendly vendors.
 - Handle all communications, negotiations, and scheduling.
 - Ensure vendor contracts are reviewed and finalized in alignment with your timeline and expectations.
 - Coordinate virtual introductions or meetings when necessary.
- **Creation of Event Timeline & Run-of-Show:** A comprehensive, customized timeline ensures every detail is accounted for.
 - Develop a master wedding timeline including key milestones, travel coordination, vendor deadlines, and payment schedules.
 - Prepare a day-of run-of-show itinerary covering all ceremony and reception activities.
 - Distribute timelines to all vendors and involved parties.
- **Budget Planning & Expense Tracking:** We help you stay on track with transparent and proactive financial management.
 - Establish an initial budget based on your priorities.
 - Track deposits, balances, and payment schedules.
 - Provide real-time budget reports and cost-saving recommendations.
- **Destination-Specific Services:** We manage the unique requirements of planning a wedding away from home, including:
 - Research and obtain local permits and permissions for outdoor, beach, or public space ceremonies.
 - Navigate customs, shipping logistics, and import/export rules for personal items and décor.
 - Incorporate local traditions, etiquette, and cultural considerations when appropriate.

- **RSVP & Guest List Coordination:** We assist with keeping your guest list organized and up-to-date.
 - Help manage digital or printed invitations and RSVP tracking.
 - Maintain an accurate guest count for venue, catering, and lodging purposes.
 - Provide ongoing reports with dietary restrictions, travel confirmations, and rooming lists.
- **Travel Logistics Coordination:** Making sure your guests arrive smoothly and comfortably is a key part of our role.
 - Coordinate group travel options including flights, shuttles, and airport transfers.
 - Provide accommodation recommendations and booking assistance.
 - Create welcome packets or travel itineraries for guests with important trip details, tips, and contacts.

On-Site Coordination (If Applicable)

When on-site support is requested or included, our team ensures every moving part is executed flawlessly at the destination.

- **Presence of First Class Event Services Staff:** Our planners will be present during the critical days leading up to and including the wedding.
 - Typically, this includes 1–2 lead planners or coordinators depending on the event scope.
 - Travel and lodging expenses for our staff will be clearly outlined in the contract.
- **Pre-Wedding Site Inspection:** If time allows, we will conduct a site visit prior to the wedding day.
 - Meet with venue contacts and key vendors.
 - Conduct a full walkthrough of ceremony and reception locations.
 - Finalize logistical plans, spacing, and layout for your wedding day.
- **Rehearsal Coordination:** We lead your ceremony rehearsal to ensure everyone feels confident and prepared.
 - Coordinate with officiant, wedding party, musicians, and family members.
 - Review cueing, walking order, timing, and transitions.
- **Day-of Timeline Execution & Vendor Oversight:** We are your point of contact on the big day, managing every behind-the-scenes detail.
 - Ensure the timeline is followed precisely.
 - Confirm vendor arrivals, deliveries, and setups.
 - Troubleshoot and resolve any last-minute issues.
 - Oversee transitions, speeches, music, and flow of events.

Communication & Check-ins

We prioritize open, responsive, and structured communication throughout the planning process.

- **Meetings (Virtual or In-Person)**
 - A minimum of monthly planning meetings is included. Frequency can increase as the wedding date approaches.
 - Meetings are scheduled based on your time zone and availability.
 - Additional check-ins may occur at major milestones (e.g., after vendor confirmations or timeline finalization).
- **Method & Hours of Communication**
 - Communication methods include email, phone, and video conferencing (Zoom/Google Meet).
 - Business hours are typically Monday through Friday, 9 AM – 6 PM (EST).
 - Weekend availability is limited to pre-scheduled meetings or urgent matters.
- **Response Time Expectations**
 - All emails and inquiries will receive a response within 24–48 business hours.
 - Urgent situations (within 48 hours of the event or travel emergencies) will be prioritized and handled immediately.
 - A dedicated planning email and contact number will be provided for ongoing support.

Client Responsibilities

To ensure the seamless planning and execution of your destination wedding, the following responsibilities are required from the client(s). These responsibilities are essential for maintaining timelines, securing vendor services, and complying with travel and legal requirements. By entering into this agreement, the client acknowledges and agrees to the following:

Timely Communication & Decision-Making

- **Prompt Feedback:** Clients must provide timely responses to all communications from the planning team, including but not limited to emails, calls, text messages, or shared planning platforms. Delays in communication may result in limited vendor availability, missed deadlines, or compromised service quality.
- **Decision Deadlines:** Clients are expected to make decisions regarding major elements such as venue selection, vendor approvals, design choices, entertainment, menu selections, and scheduling details by the deadlines provided by the planning team. Failure to do so may result in additional fees, vendor unavailability, or compromises in quality and options.
- **Accessibility:** At least one primary point of contact must remain reachable throughout the planning process and especially within 72 hours of the event.

Documentation & Payment Submissions

- **Required Information:** Clients are responsible for submitting all necessary event and travel documentation, including:
 - Completed planning questionnaires
 - Destination and venue preferences
 - Flight and accommodation details (when not handled by planner)
 - Legal name changes (if applicable)
 - Any documents needed for ceremony coordination
- **Timely Payments:** Clients must ensure all service-related payments—including but not limited to venue deposits, vendor balances, and third-party service fees—are made by the stated due dates. Failure to meet payment deadlines may result in:
 - Vendor cancellations
 - Late fees
 - Event delays or rescheduling
 - Event cancellation without refund
- **Planner Fees:** Payments owed directly to the planning company must be paid according to the invoicing schedule outlined in this contract. Payment plans are available but must be agreed upon in writing.

Guest Coordination

- **Accurate Guest List:** Clients must submit a finalized guest list by the deadline indicated by the planner. The list must include:
 - Full names (as shown on travel IDs)
 - RSVP status
 - Dietary restrictions or preferences
 - Accommodation selections (if applicable)
- **Accessibility & Special Needs:** Clients must inform the planner in advance of any guests requiring special accommodations due to mobility limitations, medical conditions, or accessibility needs. This ensures proper arrangements can be made with the venue and travel providers.
- **Ongoing Updates:** Clients are responsible for keeping the planning team informed of any guest list changes, cancellations, or additions immediately.

Travel & Legal Compliance

- **Passports & Visas:** Each traveler is responsible for ensuring their passport is valid for at least six (6) months beyond the travel date. If the destination requires a visa or travel authorization, it is the client's responsibility to apply and obtain such documents in a timely manner.

- **Legal Marriage Requirements:** Unless specifically contracted for legal wedding support, clients are solely responsible for:
 - Researching and fulfilling all local legal requirements for marriage at the destination
 - Providing any required birth certificates, divorce decrees, translations, and/or notarized documents
 - Scheduling local registry appointments, if necessary

If legal marriage coordination is requested, a separate agreement will be established outlining the planner's responsibilities and scope.

- **Travel Restrictions & Regulations:** Clients must stay informed and compliant with travel advisories, COVID-19 protocols, and other health or entry requirements imposed by the destination country. The planner can advise but cannot be held liable for client non-compliance or denied entry.
- **Travel Insurance:** Clients are strongly encouraged to obtain travel insurance, including coverage for trip cancellation, medical emergencies, and event-related liabilities. Proof of insurance may be required in certain cases.

Travel & Site Visit Responsibility Clause

- **Venue Walkthroughs & Vendor Coordination:** First Class Event Services is committed to delivering a seamless destination wedding experience, which includes conducting venue walkthroughs and coordinating directly with vendors prior to your event. These in-person visits are essential to ensure layout logistics, vendor compatibility, timing alignment, and to avoid day-of complications that often arise when site evaluations are skipped.
- **Travel Requirement for Quality Execution:** To provide the highest quality of service, First Class Event Services must be physically present for key milestones, including (but not limited to): venue walkthroughs, local vendor consultations, and logistical assessments that occur before the actual wedding day. If the Client opts not to pay for these required site visits, First Class Event Services cannot be held liable for any reduction in service quality, logistical miscommunications, or unanticipated issues that would have otherwise been prevented with proper site access.
- **Client's Financial Responsibility for Travel:** The Client is fully responsible for covering all travel-related expenses incurred by First Class Event Services team members required to travel in connection with the wedding planning and execution. This includes, but is not limited to:
 - Round-trip airfare or transportation (domestic or international)
 - Lodging accommodations
 - Ground transportation (including rental cars or private transfer)
 - Per diem for meals and incidental expenses
 - Any applicable visa, permit, or entrance fees
 - Additional travel required for pre-wedding visits, consultations, or post-wedding follow-ups

All travel expenses are due in full prior to the scheduled travel date. If travel is delayed or canceled due to lack of payment, First Class Event Services will not be obligated to reschedule the visit and cannot guarantee the same level of coordination or oversight.

- **Independent Visits Not Covered:** Please note that even if travel is not directly tied to the wedding day (e.g., consultations, venue scouting, vendor meetings), these visits are considered vital and are treated with equal importance. These expenses are not optional if the service being requested requires a physical presence. Failure to pay for travel connected to these planning components releases First Class Event Services from responsibility related to that aspect of the planning process.
- **Waiver of Liability:** By signing this agreement, the Client acknowledges and accepts that refusal or inability to cover required travel costs limits First Class Event Services' ability to provide comprehensive service. The Client thereby waives any and all claims related to planning deficiencies, lack of on-site representation, or miscommunications that arise from the planner's absence due to unpaid travel.

Liability & Indemnification

The Client acknowledges that the Company is not liable for:

- Any injuries, damages, or losses occurring due to guest negligence, vendor actions, or venue conditions.
- Any legal consequences arising from alcohol service, underage drinking, or violations of local laws.
- Any unforeseen circumstances (e.g., weather delays, venue emergencies, power failures) outside the Company's control.
- The Client agrees to indemnify and hold harmless the Company, its staff, subcontractors, and affiliates from any claims, liabilities, or damages arising from the event, including but not limited to personal injury, property damage, or legal disputes.

Compliance with Local Laws & Venue Policies

The Client must ensure full compliance with all applicable local, state, and federal laws, as well as venue-specific rules and regulations. This includes but is not limited to:

- Noise ordinances and curfews.
- Fire codes, capacity limits, and emergency exit accessibility.
- Vendor insurance requirements, health and safety standards, and alcohol service laws.
- Any violations or fines incurred due to non-compliance are the sole responsibility of the Client.

Third-Party Vendor Responsibility:

First Class Event Services ("Company") acts solely as an event planning and coordination service and does not own, operate, or control any third-party vendors, venues, or service providers engaged by the Client. While the Company may assist in recommending or facilitating agreements with vendors, the Client acknowledges that all contracts and agreements for goods or services provided by third parties are entered into directly between the Client and the respective vendor. The Company shall not be liable for any vendor's failure to perform, negligence, misconduct, breach of contract, or any resulting losses or damages. Any disputes or claims related to vendor services must be handled directly between the Client and the vendor.

Force Majeure (Acts of God and Unforeseen Circumstances):

The Company shall not be held liable for any delay, interruption, or failure to perform its obligations under this agreement due to events beyond its reasonable control, including but not limited to acts of God, natural disasters, inclement weather, power failures, pandemics, government regulations, labor strikes, transportation disruptions, acts of terrorism, or other unforeseen emergencies. In such cases, the Company will make reasonable efforts to provide alternative solutions but is not obligated to issue refunds, reschedule events, or assume responsibility for any resulting financial or personal losses.

Event Safety & Liability Disclaimer:

The Client assumes all risks associated with the safety and well-being of guests, attendees, and staff during the event. The Company shall not be held responsible for any accidents, injuries, property damage, or other liabilities that occur before, during, or after the event, whether caused by guests, vendors, venue conditions, or unforeseen circumstances. The Client agrees to obtain appropriate insurance coverage, including but not limited to liability insurance, to protect against such risks.

Indemnification:

The Client agrees to indemnify, defend, and hold harmless the Company, its owners, employees, agents, and representatives from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorney fees) arising out of or related to:

- Any third-party vendor's performance or non-performance;
- Any injury, loss, or damage occurring at or related to the event;
- The Client's failure to comply with any laws, regulations, or contractual obligations.

Limit on Financial Liability:

In no event shall the Company's total liability for any claims arising from this agreement exceed the total amount paid by the Client to the Company for services rendered. Under no circumstances shall the Company be liable for any indirect, incidental, consequential, punitive, or special damages, including but not limited to lost profits, business interruptions, reputation harm, or emotional distress, even if advised of the possibility of such damages.

International Travel, Local Laws, and Customs Compliance

By entering into this Agreement, Client acknowledges and agrees to the following terms related to international travel and the conduct of all individuals associated with the destination event, including guests, family members, and any third-party participants:

Compliance with Local Laws:

First Class Event Services, LLC is not responsible or liable for any breach of international, federal, local, or cultural laws, regulations, or customs by the Client or their guests while traveling to, attending, or participating in the destination wedding or related events. Each individual (including but not limited to the Client, guests, and family members) is solely and entirely responsible for understanding and abiding by the laws and customs of the destination country or territory.

While First Class Event Services will provide general travel resources and guidelines regarding legal expectations and cultural customs in the destination country, these are offered strictly as a courtesy and do not constitute legal advice or guarantee of legal compliance. The responsibility to research, understand, and adhere to legal obligations—such as visa requirements, customs restrictions, conduct laws, drug and alcohol laws, dress codes, or public behavior regulations—rests solely with the individual travelers.

Travel Legalities and Border Issues:

First Class Event Services shall not be held responsible or liable for any issues arising from immigration procedures, customs processing, passport control, denied entry, delays, detainment, legal action, or deportation experienced by the Client, guests, or any vendor or traveler connected to the event. This includes (but is not limited to) lack of valid documentation, prohibited or undeclared items, or violation of entry requirements.

Should any individual associated with the Client be denied access to the destination country or be held or detained by customs or border security, any consequences, costs, penalties, or disruptions arising from such situations shall be the full responsibility of those individuals.

Protection of First Class Event Services Personnel:

First Class Event Services and its employees, contractors, and representatives are not responsible for any delay, detainment, or legal matter that may occur during border entry or exit, customs processing, or local authority procedures. Should any member of our team be detained, denied entry, or otherwise delayed due to actions outside of our control, First Class Event Services will not be held liable for any inconvenience, financial loss, or impact to the event.

Furthermore, if such an event involving our team affects service delivery, scheduling, or the quality of the event due to force majeure, customs interference, or government restriction, Client understands that this shall not constitute grounds for liability, refund, or dispute.

Client Duty to Inform Guests:

Client agrees to communicate all relevant travel, legal, and behavior expectations to their guests. First Class Event Services will not be responsible for any guest's failure to follow these expectations, including travel document preparation, adherence to legal restrictions, or culturally sensitive behavior.

We recommend that all travelers secure comprehensive travel insurance and consult with the appropriate embassies, consulates, or legal advisors prior to departure.

Acknowledgment & Acceptance:

By entering into this agreement, the Client acknowledges that they have read, understood, and agreed to the above limitation of liability terms. The Client assumes all responsibilities for vendor agreements, event safety, and external factors beyond the Company's control.

Payment Due By _____
date

Primary Client Information Card Information

Name: _____

Address: _____

Phone: _____

Card # _____

Ex. Date _____ Sec. Code: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Card # _____

Ex. Date _____ Sec. Code: _____

1. Non-Refundable Deposit

- A non-refundable deposit of 30% of the Estimate Quote is required to secure the date for services. This deposit must be submitted along with the signed contract to confirm the booking.
- **Second Payment:** 30% of the total balance is due 90 calendar days prior to the event date.
- **Final Payment:** The remaining 40% balance is due no later than 30 calendar days prior to the event date.

Failure to make payments by the deadlines above may result in suspension or termination of planning services, and any applicable late fees or collection procedures will apply.

Importance of Timely Submission and Non-Refundable Nature: The non-refundable deposit is essential for several reasons:

- **Securing the Date:** By submitting the deposit and contract promptly, you ensure that your desired date is reserved exclusively for your event. This prevents double-booking and allows us to allocate the necessary resources and planning time to your event.
- **Commitment and Planning:** The deposit serves as a commitment from both parties, allowing us to begin detailed preparations for your event. This includes planning the music selection, arranging equipment, and scheduling staff.
- **Opportunity Cost:** By securing your date with a deposit, we may turn down other potential clients for the same date. The non-refundable nature of the deposit compensates for this opportunity cost and ensures our commitment to your event.
- **Initial Expenses:** The deposit helps cover initial expenses incurred during the planning and preparation stages, such as consultations, equipment reservations, and administrative tasks.

Please note that the date will not be considered confirmed until both the deposit and signed contract are received.

2. Accepted Payment Methods

All clients must adhere to the following payment guidelines. Failure to comply may result in delayed or canceled services.

- **Payments By Check:** Checks must be made payable to: First Class Event Services
 - **Deadline:** All payments by check must be received and cleared no later than 14 days prior to the event date.
 - **Returned Checks:** If a check is returned for insufficient funds or any other reason, the client will be charged a \$75 bounced check fee.
 - **Daily Penalty:** A daily fee of \$25 will be assessed for each day the payment is not rectified after the bounce date, up until the full balance is paid.
 - **Service Risk:** Services are not guaranteed if full payment is not received and cleared prior to the event. We reserve the right to cancel services due to non-payment.
- **Cash Payments:** Clients who pay in full using cash will receive a \$100 discount off their total event cost. Partial payments do not qualify for this discount. Full payment must be made at once in cash and accompanied by a signed receipt.

3. Damage to Equipment

The client agrees to be fully responsible for any damage to our equipment caused by the client, their guests, event staff, or any individuals attending the event. This includes, but is not limited to, damages resulting from spills, physical interference, tampering, or negligence.

In addition, the client acknowledges that they are also responsible for any damage caused by the venue, weather conditions, or other environmental factors not under our control. Even if the damage is directly caused by the venue or a third party, the client assumes full responsibility for ensuring the safety and suitability of the event space for vendors and their equipment. It is the client's duty to coordinate with the venue and take all necessary precautions to prevent damage. Any repair or replacement costs resulting from such incidents will be billed to the client accordingly.

4. Liability Insurance

First Class Event Services maintains liability insurance to cover any accidental damages or injuries that may occur during the performance. A certificate of insurance can be provided to the client or venue upon request.

5. Liability Insurance

First Class Event Services liability for any claim arising out of this contract will not exceed the total amount paid by the client for the services provided. First Class Event Services will not be liable for any indirect, incidental, special, or consequential damages arising out of or in connection with the performance of services under this contract.

This section clarifies the responsibilities and liabilities of First Class Event Services regarding equipment and performance, helping to protect both parties from potential disputes.

- **Venue Responsibility:** The client is responsible for ensuring that the event venue meets all necessary requirements for our performance, including providing adequate space, power supply, and access for equipment setup. The client must obtain all necessary permissions and permits required by the venue for our services and ensure compliance with any venue-specific regulations or restrictions.
- **Guest Conduct:** The client is responsible for the behavior and conduct of all guests attending the event. This includes ensuring that guests do not interfere with our performance, equipment, or personal safety. Any damage to our equipment caused by the client or their guests will be the financial responsibility of the client. The client agrees to reimburse the Company for the full cost of repair or replacement of any damaged equipment.
- **Safety & Security:** The client must provide a safe and secure environment for us to perform. This includes taking reasonable measures to prevent any harassment, violence, or unsafe conditions during the event. If we feel that our safety or the safety of our equipment is at risk, we reserve the right to cease performance until the issue is resolved. No refunds will be provided for any performance time lost due to safety concerns.
- **Alcohol & Substance Use:** The client agrees to monitor and manage the consumption of alcohol and other substances by guests to ensure that it does not adversely affect our performance or create a hazardous environment. We have the right to refuse song requests or interactions with guests who appear to be overly intoxicated or under the influence of substances. We also have the right to refuse and discontinue service should this be the factor of us feeling unsafe.
- **Damage to the Venue:** The client is liable for any damage to the venue caused by our equipment, provided such damage is a direct result of our actions and not due to venue conditions or other factors outside our control. Any claims made by the venue for damages related to our performance must be communicated to First Class Event Services Representative within 24 hours of the event's conclusion.
- **Indemnification:** The client agrees to indemnify and hold harmless First Class Event Services from any claims, damages, losses, or expenses arising out of or resulting from the actions or conduct of the client or their guests during the event.

6. Performance Liability

First Class Event Services will perform the services as agreed upon in this contract to the best of their ability and in a professional manner. First Class Event Services will not be liable for any disruptions in performance caused by circumstances beyond their control, such as power outages, technical malfunctions, or restrictions imposed by the venue. In the event of our inability to perform due to illness, injury, or other unforeseen circumstances, First Class Event Services will make every effort to provide a qualified substitute. If a substitute cannot be provided, the client will be entitled to a full refund of any fees paid for the services not rendered.

7. Additional Costs

The following additional costs may apply to services provided under this agreement:

- **Travel Costs:** Travel expenses are not included in the base fee and will be the responsibility of the client. The client agrees to cover the cost of travel to and from the event venue. Travel costs include mileage, tolls, and other transportation expenses.
- **Lodging Costs:** If the event requires Team Members to travel more than 100 miles from their home base, or if the event spans multiple days, lodging arrangements and costs will be covered by the client. If the client does not book lodging, the company will add the lodging costs to the final invoice. **Flight and hotel bookings must be confirmed by the Client at least 45 days before the event. Hotel accommodations (minimum 3-star hotel or equivalent)**
- **Airfare:** If the event requires Team Members to fly to the location, the client will cover the cost of airfare. This cost will be added to the final invoice if not arranged by the client.
- **Set-Up Costs:** The standard set-up time is included in the base fee. Any additional time required for set-up beyond 1 hour will incur a fee of \$150 per additional hour.
- **Other Additional Costs:** Any other unforeseen costs related to the event that are not covered by the base fee will be discussed with the client. These may include special equipment rentals, additional services requested by the client, or other expenses. **Meal per diem of \$65 per day per planner, unless meals are otherwise provided.**

These additional costs will be itemized and added to the final invoice, which will be presented to the client after the event. The client agrees to reimburse these expenses in accordance with the terms outlined in this contract. Final costs will be charged to the client's credit card or card on file.

8. Card on File & Payment Authorization

To complete and validate this agreement, the Client is required to provide a valid credit or debit card to be held securely on file. This card will serve as a form of incidental security and will only be charged under the conditions outlined below:

- **Payment Coverage & Final Invoicing:** The card on file may be charged for:
 - Any outstanding balance not paid by the due date outlined in this agreement.
 - Any additional services, overtime, damages, fees, or expenses that arise during or after the event and are agreed upon or incurred per this contract.
 - Any late fees, cancellation fees, or charges specified in this agreement.
- **Primary vs. Backup Payment Method:** Even if the Client intends to pay by check, cash, electronic transfer, or other means, the card on file serves as a backup payment method to ensure timely and complete payment of any and all fees. This includes but is not limited to balances unpaid due to failed or delayed primary payment methods.
- **Authorization:** By signing this agreement, the Client authorizes First Class Event Services, LLC to charge the card on file for the purposes described above. A receipt for any such charges will be provided upon request.

- **Failed Charges & Penalties:** If a charge attempt is declined or disputed without cause, the following actions and penalties may apply:
 - A \$50.00 fee for each failed charge attempt.
 - A 5% late fee compounded weekly until the balance is paid in full.
 - Suspension of services for current or future events until the outstanding balance is resolved.
 - Referral to collections and legal action, including associated legal and administrative fees, if payment is not resolved within 30 days.
- **Security & Confidentiality:** All card data is securely stored and processed through our PCI-compliant payment processor. We do not store full card numbers in any local files or physical documents.
- **Disputes & Questions:** If you believe a charge was made in error, you may contact our billing department within 7 days of the charge for review and resolution.

9. Cancellation, Rescheduling & Refunds

Client-Initiated Cancellation

The Client may cancel this Agreement by providing written notice to the Planner. Refunds will be issued as follows:

Note: All deposits and retainer fees are non-refundable under any circumstances due to time invested and lost opportunity for other bookings.

Planner-Initiated Cancellation

First Class Event Services, LLC reserves the right to cancel this Agreement under the following conditions:

- The Client violates contract terms
- Unsafe or unethical working conditions
- Force majeure events
- Non-payment by the Client

In such cases, the Planner will make every reasonable effort to:

- Provide a comparable, qualified substitute planner
- Refund unearned funds (services not rendered) on a pro-rated basis

Date Change Policy

If the Client requests to reschedule the event, a \$850 rescheduling fee applies, subject to availability. Reschedules must occur within 12 months of the original date and are only valid if written notice is provided no less than 60 days in advance. New contracts may be required if the event scope changes.

Client Cancellation & Financial Responsibility for Staff Return

In the event the client cancels the event or terminates this agreement after travel arrangements have been made or services have commenced, the client acknowledges and agrees that they are fully responsible for any and all expenses required to ensure the safe and timely return of First Class Event Services team members to their original location. This includes, but is not limited to, costs for international or domestic return flights, lodging during travel delays, transportation to/from airports, and meals.

If cancellations occur while staff are abroad or away from their home base, the client must also provide or reimburse for extended accommodations and necessities (including meals and safe transportation) until proper travel arrangements can be made. These responsibilities are non-negotiable and must be fulfilled within 48 hours of cancellation notification.

| Cancellation Notice Period | Refund Policy |
|----------------------------|--|
| 180+ days before event | Refund of payments made, minus non-refundable retainer |
| 81–90 days before event | 50% refund of payments made (excluding retainer) |
| 61-80 days before event | 25% refund of payments made (excluding retainer) |
| 0–60 days before event | No refund; full payment owed |

Responsibility for Additional Fees While Traveling

The client acknowledges that hosting an event internationally or outside the primary regions served by First Class Event Services may incur additional or unforeseen expenses. These may include, but are not limited to, increased baggage or equipment transport fees, visa-related costs, security fees, or changes in local laws or regulations affecting staff operation.

Any such costs will be communicated to the client as they arise and are the full financial responsibility of the client. These fees must be paid promptly to avoid disruption to services or delay in event setup or execution.

Required Accommodations for First Class Event Services Staff

As part of our destination wedding planning service, it is the client's responsibility to ensure that appropriate hotel accommodations, reliable transportation, and daily meals are provided for all First Class

Event Services staff for the duration of their assignment. These arrangements must meet the following minimum standards:

- Hotel accommodations must be safe, clean, climate-controlled, and within reasonable distance from the event venue.
- Transportation must be arranged and confirmed for airport pickups/drop-offs, daily commuting, and equipment transfers.
- Meals must be provided daily or a per diem must be offered to each team member in advance.

Failure to secure these provisions in a timely and appropriate manner constitutes a breach of contract.

Right to Cancel Services Due to Inadequate Provisions

First Class Event Services reserves the full right to cancel or withdraw services, without penalty, refund, or liability, if proper accommodations, travel arrangements, or meal provisions are not confirmed or are deemed insufficient for the safety, comfort, or logistical needs of our staff.

In such an event, the client remains financially responsible for all costs incurred to date, including travel and labor already performed, and is not entitled to any refund of retainers or pre-paid service fees. The safety and well-being of our team is paramount and will take precedence over event continuity if these needs are not met.

10. Late Payment Penalties

In the event that payment is not received by the due date specified in the contract, the following penalties will apply:

- **Daily Late Fee:** A late fee of \$100 per day will be incurred for each day the payment is overdue, starting from the day after the payment due date.
- **Maximum Late Fee Duration:** This daily late fee will be applied for a maximum period of 30 days.
- **Legal Fees:** If the payment remains outstanding after 30 days, the account will be referred to a collection agency or legal counsel. Any costs associated with the collection or legal process, including but not limited to attorney fees, court costs, and additional administrative expenses, will be the responsibility of the client.
- **Payment Collection:** The company reserves the right to take legal action to recover any overdue amounts and associated costs if the payment remains unpaid beyond the specified period.

The client agrees to these terms and acknowledges that timely payment is crucial to maintaining the agreed-upon services and schedule.

Additional Notes:

[illegible]

Event Information

Type of Event: _____ Number of Guests: _____
 Event Date(s): _____ Package
 Requested: Destination Wedding Planning
 Event Location: _____ Start/End Times: _____
 Hours of Service: _____ Venue Name: _____

Venue / Manager Information

Name:

Address:

Phone:

Email:

Payment Information

Quoted:

Balance Due:

Due Date:

Payment Method:

Failure to submit the full payment by this deadline will result in services being canceled for the event. However, the client will still be responsible for the total payment as stipulated in this agreement.

| | |
|---|--|
| <div style="text-align: center;"><i>Client Name (Printed)</i></div> | <div style="text-align: center;"><i>First Class Event Services Team Member</i></div> |
| <div style="text-align: center;"><i>Client Signature</i></div> | <div style="text-align: center;"><i>First Class Signature</i></div> |
| <div style="text-align: center;"><i>Date</i></div> | <div style="text-align: center;"><i>Date</i></div> |