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BACKGROUND:

These Terms and Conditions are to apply:

A. to provision to a client of [Wedding by [Insert Full individual] of Address Name >> a company re <<Company Registration ("Wedding Planner")

B. where the client is a "Consumer" under the Consumer Rights Act 2015.

1. Definitions and Interpretation

1.1 In these Terms and Conditions, unless the context otherwise requires, the following expressions shall have the following meanings:

"Booking" means the Booking Form (made as set out in these Terms and Conditions) for a Wedding;

"Booking Form" means the Booking Form [attached to these Terms and Conditions and available] [provided] by Us to You] for the particular Services and the Wedding, including the start and finish times of the ceremony and reception;

"Business" means any trade, craft, or profession carried on by an individual or an organisation;

"Consumer" means a natural person defined by the Consumer Rights Act 2015 who enters into these Terms and Conditions means an individual who purchases or uses Services from Us for the purposes of the private and for purposes wholly or mainly for his or her private Business;

"Deposit" means the amount stated in the Booking Form, being the amount paid on account of those Fees;

"Fees" means the sum of charges including any applicable VAT (on the basis of Our Price List) payable for all of Our Services and all of Our expenses except for those specifically stated in the Booking Form will be payable by You, less any such charges;

"Our Premises" means [the above address] OR [Insert address];

"Price List" means the list of standard hourly rates for Services which are available from the Fees. The list of types of Services and their standard hourly rates is available from [Insert address] by Email or at Our Premises>>;

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“Regulations” contracts (Information, Cancellation and Regulations 2013;

“Services” services [of the type/s described and [form] provided by Us;

“We/Us/Our” Planner and includes all Our staff,

“Wedding” mony and/or reception/party arranged on Your Premises for and in relation to the Services before and on the date of the

“Wedding Planner” company defined above as the “Wedding Planner” and address is set out above;

“You/Your” the person to whom We agree to

“Your Premises” of premises identified in the Booking Form for part/s or all of the Wedding is/are which You arrange to use for the

1.2 Unless the context requires otherwise, each reference in these Terms and Conditions to:

1.2.1 “these Terms and Conditions”; and

1.2.2 a Clause or Clauses of these Terms and Conditions;

1.3 The headings used in these Terms and Conditions are for convenience only and shall not affect the interpretation of these Terms and Conditions;

1.4 Words signifying the plural include the plural and vice versa;

1.5 References to any gender include the other gender;

1.6 References to persons include corporations; and

1.7 References to “written communication”, in any form, includes letter by post or electronic message, whether sent by e-mail, fax, [text message,] or other electronic means.

2. Booking Procedure

2.1 You must be 18 or over to book any of the Services.

2.2 We will not book a Service for you on any date/s to provide any Services unless and until You pay for it as follows.

2.3 You may make a booking by completing the enquiry form on our website and place of the Wedding [in writing] to let You know whether We are able to provide such Services in relation to the date, and at the time and place, You wish to arrange. We will at that time also advise You of Our quotation of Fees [and any additional expenses] based on the information You have provided. We will ask You to complete [the Booking Form attached] OR [the Booking Form on Our website]]. We will provide you with a Booking Form [or] [You may complete the Booking Form on Our website]].

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2.4 If You would then like to book based on that quotation, You must within <<Number, e.g. 3>> calendar days after We have responded to Your enquiry, fully complete and submit the Booking Form to Us and also pay Us the Deposit to Us.

Booking based on that quotation, <<Number, e.g. 3>> calendar days after We have responded to Your enquiry, fully complete and submit the Booking Form to Us and also pay Us the Deposit to Us.

2.5 You are responsible for ensuring that the information you provide in the Booking Form is accurate and complete. If You provide Us with inaccurate or incomplete information [including full information about the venue], We will not be liable for any delay, non-performance or cancellation caused by Your failure to provide us with accurate information or requirements.

2.5 You are responsible for ensuring that the information you provide in the Booking Form is accurate and complete. If You provide Us with inaccurate or incomplete information [including full information about the venue], We will not be liable for any delay, non-performance or cancellation caused by Your failure to provide us with accurate information or requirements.

2.6 By completing and submitting the Booking Form to Us, You confirm that You accept, and agree to be bound by, these Terms and Conditions and that You have indicated that You have indicated all of the information and requirements that You require for the Services to Us.

2.6 By completing and submitting the Booking Form to Us, You confirm that You accept, and agree to be bound by, these Terms and Conditions and that You have indicated that You have indicated all of the information and requirements that You require for the Services to Us.

2.7 Your return/submitting of the Booking Form to Us, and Your payment of the Deposit (and the requirement to pay the Deposit also requires any booking fee) will be an offer to make a Booking on these Terms and Conditions for the Services in relation to the Wedding as detailed in the Booking Form. Whether We accept or decline that offer will be for Our absolute discretion.

2.7 Your return/submitting of the Booking Form to Us, and Your payment of the Deposit (and the requirement to pay the Deposit also requires any booking fee) will be an offer to make a Booking on these Terms and Conditions for the Services in relation to the Wedding as detailed in the Booking Form. Whether We accept or decline that offer will be for Our absolute discretion.

2.8 We may in Our discretion decline to accept Your booking even if the time when You return the completed Booking Form to Us and Your deposit is later than the end of the time period specified in sub-Clause 2.4.

2.8 We may in Our discretion decline to accept Your booking even if the time when You return the completed Booking Form to Us and Your deposit is later than the end of the time period specified in sub-Clause 2.4.

2.9 We will respond to You within <<Number, e.g. 5, 7, 10>> calendar days after receiving Your Booking Form (i.e. confirming the booking or declining it). If We decline Your booking, We will return Your Deposit to You in full and will not be liable for any interest or other charges.

2.9 We will respond to You within <<Number, e.g. 5, 7, 10>> calendar days after receiving Your Booking Form (i.e. confirming the booking or declining it). If We decline Your booking, We will return Your Deposit to You in full and will not be liable for any interest or other charges.

2.10 Only if and when You have submitted the Booking Form to Us (and part of the balance of the Fees (and part of the balance of the Fees) has been responded by sending the Deposit to Us) and We have received confirmation of the Booking Form from You, there shall be a binding contract between Us and You.

2.10 Only if and when You have submitted the Booking Form to Us (and part of the balance of the Fees (and part of the balance of the Fees) has been responded by sending the Deposit to Us) and We have received confirmation of the Booking Form from You, there shall be a "Booking" and only then will there be a binding contract between Us and You.

3. Changes to Booking Details

3.1 You may request changes to the Booking Details at any time at least <<Number, e.g. 5>> calendar days before the date of the Wedding. We will use reasonable endeavours to accommodate any change, but We shall be under no obligation to do so. If We agree to the change, We shall be entitled to amend the Booking Details in accordance with the Price List, and if We do so, We shall notify You of the amended Fees within <<Number, e.g. 3>> calendar days of receiving the request to make the change.

3.1 You may request changes to the Booking Details at any time at least <<Number, e.g. 5>> calendar days before the date of the Wedding. We will use reasonable endeavours to accommodate any change, but We shall be under no obligation to do so. If We agree to the change, We shall be entitled to amend the Booking Details in accordance with the Price List, and if We do so, We shall notify You of the amended Fees within <<Number, e.g. 3>> calendar days of receiving the request to make the change.

3.2 After that notification, You may confirm the change and pay the amended Fees, or You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

3.2 After that notification, You may confirm the change and pay the amended Fees, or You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

3.2.1 If You accept the change and pay the amended Fees, You may confirm the change and pay the amended Fees, or You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

3.2.1 If You accept the change and pay the amended Fees, You may confirm the change and pay the amended Fees, or You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

3.2.2 If you are unable to pay the amended Fees, You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

3.2.2 If you are unable to pay the amended Fees, You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

3.2.2.1 You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

3.2.2.1 You may confirm the original Fees agreed with Us and We shall provide the Services at the original Fees agreed with Us and We shall not be liable for any change; or

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3.2.2.2 c and subject to the cancellation
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3.2.3 If You do of the above confirmations within
 <<Number days after We notify You of the
 amended remain unchanged and We will
 provide the remain unchanged and We will
 requested al Fees agreed and without the

4. Fees and Payment

- 4.1 The Fees will be b calculation. Each hour (or part) that
 We spend on each part of the Services that We are to
 provide will be mul e shown in the Price List for that
 particular activity. A e shown in the Price
 List, and they inclu ourly rates) are shown in the Price
 Your home (and an elling to and from Your Premises,
 You [and Your part We agree to meet), meetings with
 more dates prior to venue at Your Premises on one or
 attending Your Pre a rehearsal for the Wedding, and
 We tell You the am edding. We will advise You (when
 amount of time We r estimate at that time of the total
- 4.2 If We need to spe . 20>>% more time in providing
 Services to You tha ously estimated and advised You
 as Our Quotation, additional time over and above that
 estimated time onc u of that additional time, and that
 supplementary invo u within << e.g. 7>> calendar days
 after We issue it. V invoice an explanation of why the
 additional time is ne additional time will be or was spent.
 To the extent that V ee that We will need to spend any
 additional time on e ntify and advise You in advance
 before We spend a
- 4.3 After You have paid issue a receipted invoice for it.
- 4.4 You must pay Us a and cleared funds:

 - 4.4.1 <<e.g.50>>% than <<e.g. 42>> calendar days
 before the V ooking is made less than <<same
 figure as in p calendar days before the Wedding,
 You must in .g. 50>>% of the Fees with the
 Deposit whe ur completed Booking Form to Us;
 and
 - 4.4.2 The final < es on or before the date of the
 Wedding.

- 4.5 We will, before the of each of the above parts of the
 balance of the Fees ch such part of the balance.
- 4.6 You must pay the t We fully and correctly provide to
 You.
- 4.7 [You must reimburs ecific additional expense which the
 Booking Form state y You. We will within <<e.g. 14>>
 calendar days after n each case, issue an invoice for
 reimbursement of it yment of the invoice will be within
 << e.g. 7>> calenda issue the invoice to You.]
- 4.8 You must pay Us th and reimbursable expenses using
 any of the following

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- 4.8.1 <<Insert method of payment>> By Phone or Using Our Online Booking System
- 4.8.2 <<Insert method of payment>> CS or CHAPS transfer into Our nominated bank account
- 4.8.3 <<Insert Address>>

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4.9 Prices for the Services may change from time to time. We may change prices with notice as possible between the time we providing any Services and the amount of Fees will not apply to You and the any of the Services as a result of the altered prices for the Wedding.

4.10 All prices for a Service in the Price List are shown inclusive of any applicable VAT.

4.11 If You state anything which We were not aware of when We previously quoted a Fee, We will advise You of the revised Fee amount and ask You to confirm in writing to proceed. Unless You then amount, We will not proceed and pay the revised Fee

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4.12 [The Booking Form of the number of people who will attend the Wedding, Your partner, officiants, guests, suppliers of goods and services, other facilities or services, by You [separately showing the numbers attending each part of the reception]). The amount of Fees payable will be based on that number as stated in the Booking Form to which You have revised the amount of the Fees (and expenses) may be revised if the revised number is in excess of <<Percentage, e.g. 25%>> of the original estimate of that number, and in that case You may be requested to pay a change requested by You to Your Booking for the above.]

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4.13 [If the number of people attending the Wedding is in excess of <<Percentage, e.g. 25%>> greater than the last estimate of that number, we reserve the right to charge You an additional amount for the extra people or have to carry out extra work, we have had to adapt the Services or incur greater expense to cater for the increased number], the total amount that we charge for the Services will then be the amount stated in the Price List for the actual number attending [plus any additional amount] [or] [within <<Number, e.g. 3>> calendar days of the Wedding]. That invoice will be due and payable within <<Number, e.g. 3>> calendar days after We give it to You.]

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4.14 [If the number of guests attending the Wedding is fewer than You previously estimated, we will reduce the Fees payable for the Services if according to the Price List, the amount of the Fees payable for the Services is less than for the number that You previously estimated. You will not be entitled to any reduction in Fees for the Services if the number is significantly fewer, unless in Our discretion we decide to do so. If We do so decide We will repay to You the amount of the difference in Fees].

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5. Cancellation of the Services

- 5.1 If, at any time You cancel the Services, You will be entitled to keep some or all of the amounts that You have paid Us, as follows.
- 5.2 You may at any time cancel the Services immediately on the date of cancellation. If, by the date of cancellation, You have spent either no time on any (or only a limited amount of) the Services or time totalling less than 2 hours, We will refund to You all sums that You have paid Us by that date less the amount of any specific additional expense/s for which We had Your prior approval in the Booking Form if We have reasonably incurred that expenditure by that time. If the amount of those sums is less than the amount of all sums You have paid Us, You must pay Us the difference. We will give You an invoice for the amount of the difference.
- 5.3 You may at any time cancel the Services immediately on the date of cancellation. If, by the date of cancellation, You have spent time on any (or only a limited amount of) the Services which totals more than 2 hours and/or We have incurred any specific additional expense/s for which We had Your prior approval in the Booking Form, You must pay Us at the time of cancellation for all of that time (including the first hour) and You must reimburse that expenditure.
- 5.4 Where, by the date of cancellation, You have already paid any sums to Us under sub-Clause 5.3, You must pay Us under sub-Clause 5.3 the amount that You must pay Us under sub-Clause 5.3 is not less than the amount that You have already paid Us, You must pay Us the difference. We will give You invoices for the amount of the difference.
- 5.5 If You cancel the Services under sub-Clauses 5.2 - 5.4, You will not be liable to pay Us for that cancellation under these sub-Clauses.
- 5.6 If, due to exceptional circumstances beyond Your reasonable control, including, but not limited to, illness, death or bereavement affecting either You or Your partner, or a change of venue for the Wedding, You decide that You need to cancel the Services, We will, at Our absolute discretion, refund to You any of the Fees for the Services that We are entitled to pay.
- 5.7 We may by giving notice to You, cancel any parts of the Services at any time before the time provided where:
 - 5.7.1 an event of force majeure (as defined in clause 8 below) occurs and continues for more than 7 days. If We do decide to cancel the Services in accordance with clause 8, We will provide that that event resulted from a cause beyond Your reasonable control, We will refund to You in full all amounts that You have paid Us for the Services less the amount of any specific additional expense/s for which We had Your prior approval in the Booking Form if We reasonably incurred that expenditure by that time. If the amount of those sums is less than the amount of all sums You have paid Us, You must pay Us the difference. We will give You invoices for the amount of the difference.

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5.7.3 We find th
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le under this Clause 5 if You had
ooking under sub-Clause 5.3.

If We cancel the S
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ances We will have no liability to
tion except as above.

5.8 We may immediate

any of the Services if:

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and/or to
amounts to

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

OR

5.8.2 [the venue
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do not hav
Premises.]

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

In any such case,
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for each hour or pa
to that termination.

to any refund of all or part of the
a result, and You will remain liable
ld have become due had We not
stead completed the Services in
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culated at the relevant hourly rate
had to carry out any Services due

5.9 Where the contrac
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You may for any re
Booking is made, b
to be provided on a
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Services in that 14
requested Services
accordance with th
Your Booking be c
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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
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de those Services or parts of the
o so, You may not cancel those
s and You must pay for them in
his Clause 5. If You request that
firm this in any way convenient to
Clause 5.9, and You have already
of the Booking, We will refund the
Your cancellation less the amount
se 5 for those Services or parts of
e have provided.

6. Further Details of Our Ob

and the Services.

6.1 The following will a

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- Terms and Conditions
- 6.2 We will only make a booking to a "Consumer" (as defined in Clause 1 above), and will not be Your confirmation of a booking by You.
- 6.3 We will (as a principal) provide the Services for You for, and in connection with, the provision of any other goods, services, facilities, materials, or otherwise for, or in connection with, the Wedding other than the Services.
- 6.4 [Our Services will involve the use of any third party suppliers of goods or services in order to implement plans for the Wedding for You. However, We will not enter into any contract or other agreement with any such third parties. We may suggest possible third parties (including possible venue/s) to You, and, if You agree, We will enter into a contract on Your behalf for You and ask them to submit a quotation for You for the goods or services [and venue] needed to implement a Wedding for You. Once You have received a quotation, it will be Your sole responsibility to decide whether:
 - 6.4.1 to engage them;
 - 6.4.2 the services they offer are suitable to meet Your needs, having regard to the requirements of the Wedding; and
 - 6.4.3 their price is reasonable;
 - 6.4.4 their terms and conditions are acceptable.
- 6.5 If You do contract with any such third party, You must only do so as Your agent or in Our name.
- 6.6 We will not accept any liability for, or in relation to, selection of any such third party, or any unsuitability or inadequacy of any such third party's goods or services [or any third party's omissions or other acts or omissions of any such third party], payment of any such third party's charges or other amounts, or their failure to perform under any contract with You or other acts or omissions of any such third party.
- 6.7 [Our Services will involve the use of any third party suppliers of goods or services in order to implement plans for the Wedding for You. However, We will not enter into any contract or other agreement with any such third parties. We may suggest possible third parties (including possible venue/s) to You, and, if You agree, We will enter into a contract on Your behalf for You and ask them to submit a quotation for You for the goods or services [and venue] needed to implement a Wedding for You. Once You have received a quotation, it will be Your sole responsibility to decide whether:
 - 6.7.1 cooperating with them;
 - 6.7.2 coordinating them;
 and You will be responsible for the provision of any premises or venue, catering, music, entertainment, photography, invitations, decorations, or any other goods, services, facilities, materials, or otherwise for, or in connection with, the Wedding, or who You notify Us to be involved in any aspect of the Wedding.

provided that We will not be liable for any shortcomings in Our Services due to the failure of any such third parties due to their failure to perform under any contract with You or other acts or omissions of any such third party, or any unsuitability or inadequacy of any such third party's goods or services [or any third party's omissions or other acts or omissions of any such third party], payment of any such third party's charges or other amounts, or their failure to perform under any contract with You or other acts or omissions of any such third party.]
- 6.8 [Whilst We will be responsible for the provision of any premises or venue, catering, music, entertainment, photography, invitations, decorations, or any other goods, services, facilities, materials, or otherwise for, or in connection with, the Wedding, or who You notify Us to be involved in any aspect of the Wedding, We will not be responsible for the provision of any premises or venue, catering, music, entertainment, photography, invitations, decorations, or any other goods, services, facilities, materials, or otherwise for, or in connection with, the Wedding, or who You notify Us to be involved in any aspect of the Wedding.
 - 6.8.1 to provide, or to arrange for the provision of, any premises or venue, catering, music, entertainment, photography, invitations, decorations, or any other goods, services, facilities, materials, or otherwise for, or in connection with, the Wedding; or

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business, interrupti

ou for any loss of profit, loss of
loss of business opportunity.

9.5 Nothing in these T
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misrepresentation.

intended to or will exclude or limit
used by Our negligence (including
tractors) or for fraud or fraudulent

9.6 Furthermore, if you
2015, or a consum
legislation, nothing
exclude, limit, preju
You, or Your rights

efined by the Consumer Rights Act
of any other consumer protection
Conditions is intended to or will
any of Our duties or obligations to
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- 9.6.1 the Consum
- 9.6.2 the Regulati
- 9.6.3 the Consum
- 9.6.4 any other co

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For more details o
Advice Bureau or T

ase refer to Your local Citizens'

10. Changes to Terms and C

We may from time to time
notice, but We will use C
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11. How We Use Your Person

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personal information, You warrant
d complete.

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refer to Our Priv
person>>] OR [atta

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

12. Regulations

We are required by the F
made available to You as
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and Your payment of the D
from the context of the tra
these Terms and Condition
before We accept Your
Regulations, be part of the

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
r We will make it available to You
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h You as a Consumer.

13. Information

As required by the Regulat

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14. Complaints and Feedback

We always welcome feedback and endeavours to ensure the best experience as Our Client is possible. If you have any cause for complaint or other complaint about Us or Our Wedding Planner>>] OR [Insert Name] contacted by [Insert Method of Contact Post>>].

We always use all reasonable endeavours to ensure the best experience with Our Services and that You will be pleased to hear from You if You have any complaint about the Services or any other complaint about Us or any other person to Contact>>] who can be contacted by [Insert Method of Contact Post>>].

15. Miscellaneous

15.1 No failure or delay in performance of these Terms and Conditions by Us or You of any kind shall constitute a breach of any other provision.

15.1 No failure or delay in performance of any rights under these Terms and Conditions shall constitute a breach of any other provision, and no waiver of any provision of these Terms and Conditions shall constitute a breach of the same or any other provision.

15.2 If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable, the other provisions of these Terms and Conditions shall survive and the remainder of the provision in question shall remain in effect.

15.2 If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable, the whole or in part the validity of the other provisions of these Terms and Conditions shall survive and the remainder of the provision in question shall remain in effect.

16. Law and Jurisdiction

16.1 These Terms and Conditions shall be governed by and construed in accordance with the law of England & Wales [Northern Ireland] [Scotland].

16.1 These Terms and Conditions and the relationship between you and Us (whether or not you are a consumer) shall be governed by, and construed in accordance with, the law of England & Wales [Northern Ireland] [Scotland].

16.2 As a consumer, you acknowledge that the mandatory provisions of the law in your country of residence do not reduce your rights under those provisions.

16.2 As a consumer, you acknowledge that the mandatory provisions of the law in your country of residence do not reduce your rights under those provisions.

16.3 Any dispute, controversy or claim between you and Us relating to these Terms and Conditions, or the relationship between you and Us (whether or not you are a consumer), shall be subject to the jurisdiction of the courts of England and Wales [Northern Ireland] [Scotland] of your residency.

16.3 Any dispute, controversy or claim between you and Us relating to these Terms and Conditions, or the relationship between you and Us (whether or not you are a consumer), shall be subject to the jurisdiction of the courts of England and Wales [Northern Ireland] [Scotland], as determined by your residency.

[Attachment]

Notes:

(1) Client accepts and agrees to the Terms and Conditions of the Services by returning this completed Booking Form to Wedding Planner with the Services Fee to Client].

(1) Client accepts and agrees to the Terms and Conditions of the Services by returning this completed Booking Form to Wedding Planner to book the Services on the understanding that the Services have been [provided] [made available] to Client].

(2) Thereafter, only if and when requested by Wedding Planner with the Details of the Services they return to Client a copy of the Services for the Services.

(2) Thereafter, only if and when requested by Wedding Planner and only if and when requested by Client to be signed and submitted by Client to be signed and submitted by Client on behalf of Wedding Planner and only if and when requested by Client to be signed and submitted by Client between Wedding Planner and Client.

(3) The details marked "(Wedding Planner Details to be inserted by Client)" below are to be inserted by Client.

(3) The details marked "(Wedding Planner Details to be inserted by Client)" below are to be inserted by Client.

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Wedding Planner, with the returns the Booking Form to

(4) Additional information/requirements for this Booking Form will have been agreed with the Client. However, if Wedding Planner has any such Client additional information or requirements set out in the Booking Form, Wedding Planner shall advise Client that they cannot accept the requested booking.

ed by Client before Client signs and

Wedding Planner by being set out in the Booking Form. Any such Client additional information or requirements shall advise Client that they cannot accept

1. Name of the Wedding Planner ("Wedding Planner") as per heading in Terms and Conditions:	complete>>
2. Address of Wedding Planner as per heading in Terms and Conditions:	complete>>
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:	<p>ified/booked a venue by the time You must insert at 5, 6 and 7 as the intended geographical location "x" mile radius of the centre of [name] approximate size of the venue, whether it is</p> <p>Wedding Planner with the details of the of a full description of it as soon as Planner will add that information to the copy of it to You, and Clause 3.1 will as a change by You to the booking. by delayed or incomplete information</p>
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	

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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 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):
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:
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:

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Immediately adjoining outdoor location:
Far from outdoor location:
complete>>
complete>>

18. Description/listing of the particular services to be provided by Wedding Planner to client:

roles/ services/tasks that your wedding
es>>.

on day of Wedding and for rehearsal:

(including above Coordination tasks /

a budget

venues

pliers of goods/services

>

19. Budget

< >>

owing elements:

20. Additional information/
requirements of Client:

Signed by the Client:

.....

Dated by Client:

**Booking confirmed
Signed by**

(Name)

.....

[on behalf of] Wedding Planner:

Dated by Wedding Planner:

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