

## **Get Polished Events Wedding Planner Agreement**

This contract is between Get Polished Beauty and Events, LLC, (GPBE) and Shantrelle Lewis (the Client)

### **Description of Included Services in the Full Service Package**

Available for unlimited phone calls and emails throughout the entire planning process

Available for unlimited meetings to discuss the overall expectations for your wedding ceremony and reception: including vendor contracts, event times, design and theme

Design the decor for all events and work to be sure that it remains cohesive throughout the ceremony and reception. Hire all of the necessary vendors to execute "the look."

Budget tracking as well as recommendations on how to get the most "bang for your buck."

Vendor referrals and meeting arrangements for all vendors, including all contract negotiations and execution of contracts. (Example: Catering, floral, photographer, ceremony music)

Set up hotel blocks and and take care of rooming needs and track block capacity to be sure that there are always have available rooms for guests.

Take care of all transportation needs for bridal party as well as guests for all events; including contracts, pick up locations, logistics.

Provide logistical advice so that the weekend of events will run smoothly.

Coordinate the wedding ceremony rehearsal as well as help finalize all details of the ceremony.

Oversee the set-up and breakdown of the wedding ceremony/reception

Provide advice as to how to help the weekend be a unique experience for guests.

Create a detailed specific itinerary for all events and copy to all appropriate vendors during the confirmation process

Create a detailed specific itinerary for the parties (including toasts, dances, introductions, etc) and copy to the appropriate vendors

Hair and Makeup **complimentary** for the Bride for the wedding day and may be reserved for others as well at the following prices: \$60 for airbrush makeup and \$50 for hair design.

A \$50 on location/travel fee does apply for the artists to travel to you.

### **Wedding Day Coordination**

- On-site coordination and supervision at the ceremony site and during the reception for up to 8 hours on the day of the wedding.
- 2 event managers, on site, the day of the wedding.
- Greet and Organize vendors
- Setup Ceremony and party sites
- Deliver remaining payments
- Orchestrate the ceremony
- Coordinate the flow of the events, such as coordinating the EMCEE for important events, communicating with the venue and catering staff, orchestrating traditions, and gathering gifts and leftover items.
- Assist with guest needs throughout the evening
- Clean up the event and be sure that all items are returned to the appropriate people.

### **Services Not Included but may be added:**

- Assembly and Delivery of Welcome Bags, Rehearsal Dinner/Welcome Party Planning, Brunch Planning

**Payments.** The rate for the above services is \$5000 (\$500 discount for having venue chosen)=\$4500. Payments due on the following dates:

	<b>Amount</b>	<b>Due Date</b>
<b>Deposit</b>	\$2000	Upon Receipt
<b>Second Payment</b>	\$1500	By July 1, 2016
<b>Third Payment</b>	\$1000	By November 1, 2016

1. If the Couple desires to add services not currently within the scope of work, the rate shall be **\$50/hour**.

1. **The Event.**

1.  The Couple is scheduled to be married on November 19, 2016
2.  The Couple has not yet scheduled a wedding date. GPBE will provide the Couple with dates that employees are available. Couple understands that certain dates may already be booked, and GPBE employees may not be available for day-of coordination on those dates. For this reason, Couple should make every effort to choose a date available for them and for GPBE.

2. **Amendment.** This contract may not be amended except under a written agreement between the parties. An email exchange is sufficient to constitute such a written agreement.

3. **Payments.** Payments must be made directly to the service providers/vendors and not to GPBE. GPBE does not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product.

4. **Term.** This agreement shall become effective as soon as all parties have signed the agreement below ("the effective date").

5. **Termination.** This agreement will terminate automatically upon GPBE completion of the services required by this agreement or at any other time.
6. **Acts of God.** If an act of God, such as fire, flood, earthquake, hurricane, or other natural calamity shall cause you to cancel your wedding, no refund will be offered. The Couple will, however, be entitled to reschedule the date of their wedding at no extra charge.
7. **Cancellation.** The Couple may cancel this agreement, in writing, for any reason. No refund will be given. If Couple cancels this agreement prior to making all payments, Couple shall be in breach of contract, and GPBE reserves the right to seek full payment for services as listed in Section 1.
8. **Change of Date.** The Couple may change their date at any time and not be subject to any additional fees. If the Couple does change the date, GPBE does not guarantee that a representative will be available on the new date.
9. **Mandate.** The Couple expressly provides GPBE with the authority to bind the Couple into contracts with vendors, bands, the wedding venue, and other such agreements which the Couple requests. GPBE shall not be held liable to the vendor if the Couple cancels the wedding, chooses another vendor, or otherwise decides to cancel the services with the vendor.
10. **Contact.** The Couple is entitled to unlimited in-person meetings, phone calls and emails during the term of this agreement. A representative of GPBE will respond to all emails or phone calls within 48 hours. The day-of coordinator may be any representative of GPBE.
11. **Out of Pocket Expenses.** Out of pocket expenses are the responsibility of the Couple. Examples include, but are not limited to, shipping, postage, printing, copies, decorations, emergency items, or other items requested by the Couple.
12. **Invoices.** Once a month, or upon the completion of the wedding, GPBE will transmit invoices to the Couple for Out of Pocket expenses. These invoices are due within 15 days of receipt.
13. **Mediation/Arbitration.** In the event of a disagreement between the

Couple and GPBE, the dispute must be submitted to a mutually agreed-upon mediator in the New Orleans, Louisiana area. In the event that mediation is unsuccessful, the parties agree to submit to binding arbitration in New Orleans, Louisiana, subject to the rules of the American Arbitration Association.

14. **Attorneys Fees.** GPBE has the right to recover attorney's fees if necessary.
15. **Choice of Law.** The agreement is subject to the laws of the State of Louisiana.
16. **Severability.** If any provision of this Agreement shall be invalid or unenforceable with respect to any party, the remainder of the
17. Marianne Agreement, or the application of such provision to persons other than those as to which it is held invalid or unenforceable, shall not be affected and each provision of the remainder of the Agreement shall be valid and be enforceable to the fullest extent permitted by law.

[SIGNATURES ON NEXT PAGE]

<p>Get Polished Beauty and Events, LLC</p> <p>_____</p> <p>_____</p> <p>By: Emily Sullivan, Member</p> <p>_____</p> <p>Date</p> <p>1113 Airline Park Blvd. Metairie, LA (504) 377-1819 emily@getpolishedevents.com</p>	<p><b>Bride:</b></p> <p><b>Date:</b></p> <p><b>Contact Information:</b></p>
--	---

