

DAY-OF-EVENT COORDINATOR CONTRACT

This Event Coordinator Contract (the "**Contract**") is entered into _____ (the "**Effective Date**"), by and between _____, with an address of _____ (the "**Client**") and _____, with an address of _____, (the "**Coordinator**"), collectively "the **Parties.**"

1. **Event Details.**

Event Date: _____

Ceremony Location: _____

Reception Location: _____

2. **Coordinator Duties.** Client engages Coordinator's services to perform the following duties with regards to the Event:

- Unlimited communications via email and/or telephone.
Coordinator's Telephone Number: _____
Coordinator's Email Address: _____
Client's Telephone Number: _____
Client's Email Address: _____
- Extra costs will be incurred for travel expenses if a meeting is more than 15 miles from Coordinator's home/office.
- Discussion of theme/style for Event.
- Management and coordination with Ceremony and Reception location personnel.
- Management of all suppliers and/or service providers on the day of the Event.
- Visit ceremony and reception location prior to Event Day.
- Provide a detailed timeline to suppliers and/or service providers and bridal party.
- Day of coordination and supervision until _____.

3. **Payment.** The Parties agree to the following Payment and Payment Terms:

Total Fee for Services: _____

Non-Refundable Deposit Due Upon Execution of Agreement: 50% of Total Fee
for Services

Balance Due: 1 day prior to the Event

Balance Due Date: _____

4. **Cancellation.**

By Client. Client may cancel this Agreement at any time. If Client cancels up to 15 days prior to the Event Date, it will be entitled to a full refund. If Client cancels less than 15 days prior to the Event Date, it will not be entitled to a refund.

By Coordinator. Coordinator may cancel this Agreement at any time. If Coordinator cancels, it must provide a suitable, replacement Coordinator, subject to Client's approval, which shall be obtained in writing. In the alternative, Coordinator shall refund all monies previously paid by Client, except for any non-refundable deposits, which were agreed to by Client.

5. **Coordinator Limitation of Liability.** Coordinator will not be responsible for any supplier and/or service provider performance and/or product. In the event Client changes the date of the Event, Coordinator will make every effort to accommodate, but Coordinator's availability is not guaranteed for any other date than the date stated above.
6. **Dispute Resolution and Legal Fees.** In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees.
7. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions should continue in full force and effect as valid and enforceable.
8. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. This Agreement may be entered into and is legal and binding both in the United States. The Parties each represent that they have the authority to enter into this Agreement.

Creative Design Consultants
(443) 593-4232
eventsbycdc@gmail.com

9. **Governing Law and Jurisdiction.** The Parties agree that this Agreement shall be governed by the State and/or Country in which both Parties do business. In the event that the Parties do business in different States and/or Countries, this Agreement shall be governed by Maryland law.

10. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

“CLIENT”

Signed: _____

By: _____

Date: _____

“COORDINATOR”

Signed: _____

By: _____

Date: _____