

DAY OF WEDDING COORDINATOR SERVICES AGREEMENT

Location: _____ Date: _____

Client Information:

Full Name: _____

Address: _____

Phone/Email: _____

Coordinator Information:

Full Name: _____

Business Name (if applicable): _____

Address: _____

Phone/Email: _____

Event Details:

Event Date: _____

Event Location: _____

Estimated Guest Count: _____

Scope of Services:

Coordinator agrees to provide day-of wedding coordination services including but not limited to: overseeing the wedding day timeline, managing vendors, coordinating setup and breakdown, serving as the main point of contact during the event, and ensuring the event runs smoothly and according to plan.

Payment Terms:

Total Fee: _____ USD

Deposit Amount: _____ USD

Balance Due: _____ USD

Payment Schedule and Method: _____

Cancellation Policy:

Client may cancel this Agreement at any time by providing written notice to Coordinator. If cancellation occurs less than thirty (30) days before the event, the deposit will be forfeited. If cancellation occurs thirty (30) days or more before the event, the deposit will be refunded in full.

Liability and Indemnification:

Coordinator shall perform services with reasonable care and professionalism. Coordinator is not responsible for any damage, loss, or injury arising from circumstances beyond Coordinator's control. Client agrees to indemnify and hold harmless Coordinator from any claims, damages, or expenses arising out of Client's actions or omissions.

Force Majeure:

Neither party shall be liable for any failure or delay in performance due to causes beyond their reasonable control, including but not limited to acts of God, government actions, natural disasters, or other unforeseeable events.

Governing Law and Dispute Resolution:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____. Any disputes arising out of or relating to this Agreement shall be resolved through binding arbitration in the county of _____, pursuant to the rules of the American Arbitration Association.

Entire Agreement; Amendments:

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written. Any amendment or modification shall be in writing and signed by both parties.

Severability:

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Signatures:

CLIENT SIGNATURE

COORDINATOR SIGNATURE

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

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