

# Key Destination Weddings & Events, LLC

## Client Contract

Event Name:

Event Date:

Bride:

Phone:

Email:

Groom:

Phone:

Email:

Mailing Address:

### KEY DESTINATION WEDDINGS & EVENTS, LLC RESPONSIBILITIES

#### IT'S A DATE PACKAGE (day-of planning)

As Wedding Planning Consultant my role includes:

- o Unlimited phone calls & emails to discuss wedding related details within 2 weeks prior to event date.
- o Initial consultation (by appointment only) to discuss event details and expectations.

As Wedding Day Coordinator my role includes:

- o Visit to both ceremony & reception locations prior to wedding upon request.\*
- o Event outline to include all details and timeline. Diagram to be provided upon request.
- o Distribution of event outline to vendors.
- o Follow up telephone calls to all contracted vendors 1-2 weeks prior to wedding date.
- o Pre-consultation before rehearsal for any last minute details.
- o Rehearsal with bridal party to ensure a smooth ceremony.
- o Wedding coordinator available for up to 12 hours on wedding date.
- o Set up of décor and distribution of personal floral.
- o Coordination and supervision of vendors on day of event.

\*Travel fees may apply. See FEES.

The services listed above do not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc.

As the bride & groom, you will rely on your planner to work as many hours as may be reasonably necessary to fulfill the obligations under this agreement.

The wedding planner will use her/his judgment when taking action in regard to changes, weather, tardiness, non-performance etc. based on the situation, time limitations and/or your wishes.

The bride & groom give permission and shall allow Key Destination Weddings & Events, LLC to use any photograph of them, the wedding ceremony/reception setting for viewing on our website for promotional purposes only. The photographer's name/website will be promoted underneath the photos (if applicable).

Key Destination Weddings & Events, LLC gives permission and shall allow the couple to use any photographs/videos in which the wedding planner appears.

Key Destination Weddings & Events, LLC · 786.218.9830 · [keydestinationevent@gmail.com](mailto:keydestinationevent@gmail.com)  
[www.keydestinationevents.com](http://www.keydestinationevents.com) · 1018 Dove Road, Key Largo, FL 33037



## BRIDE & GROOM RESPONSIBILITIES

The bride & groom are responsible for paying suppliers directly. Key Destination Weddings & Events, LLC does not accept commissions from any suppliers. All suppliers/services contract will be between the client and the supplier/service provider.

The bride & groom are responsible to pay Key Destination Weddings & Events, LLC a non-refundable deposit of \$\_\_\_\_\_ with signed contract. In the event payment hasn't been received within two weeks of the mailing contract to client, Key Destination Weddings & Events, LLC reserves the right to cancel the contract. Wedding date & time may be re-booked by other parties, without exception and without notice.

Any items needed for the wedding ceremony, reception, and related events must be purchased or rented by the bride & groom in advance. Key Destination Weddings & Events, LLC is willing to assist with décor purchasing with prior payment.

## CHANGE/CANCELLATION

Any changes/cancellation made to this contract must be made in writing and signed by all parties.

In the event the bride & groom are forced to change the date of the wedding, every effort will be made by Key Destination Weddings & Events, LLC to transfer location reservations, sub-contractors and wedding coordinator support to the new date. The bride & groom agree that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the bride & groom. There may also be additional charges above and beyond those set in the original contract. The bride & groom understand that last minute changes can impact the quality of the event and that Key Destination Weddings & Events, LLC is not responsible for these compromises in quality.

If the bride & groom change the date/location of the wedding and the wedding planner is unavailable to provide services, then the wedding planner is released from all contract obligations and shall in no way be held responsible or liable for non-performance. The bride & groom also forfeit all costs totaling \$\_\_\_\_\_.00 for non-compliance with this agreement.

Key Destination Weddings & Events, LLC will always do its best to find the top suppliers wherever the wedding location is, but cannot be held responsible for any supplier/service provider's performance or product.

### Cancellation by the bride & groom:

In the event of a cancellation, refunds are limited to unearned fees. Deposits are non-refundable and any earned fee such as but not limited to travel fees, décor purchases, etc. will have to be paid in full within 30 days of cancellation.

### Cancellation by Key Destination Weddings & Events, LLC:

Should Key Destination Weddings & Events, LLC be unable to perform any specific tasks in the planning of a wedding, due to the wedding planner illness or hospitalization, unearned fees will be refunded and we will do our best to find a substitute wedding planner.

Key Destination Weddings & Events, LLC is not responsible for any events preventing the wedding to happen, such as but not limited to fire, flood, earthquake or any other natural or human acts.

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This agreement can only be modified in writing and all changes must be agreed and signed by all parties, or by the acknowledgment of email received by both parties.

FEES

Any mutually agreed additional services the wedding planner may incur is to be paid by the bride & groom.

The bride & groom are responsible for additional travel expenses if the wedding venue is more than 50 miles round trip to the office of Key Destination Weddings & Events, LLC. There will be \$.60/mile fee for additional mileage traveled.

A non-refundable deposit of \$\_\_\_\_\_ is to be sent with this signed contract to secure a booking. The remaining balance of \$\_\_\_\_\_ is due 2 weeks prior to the wedding day. Payment plan can be discussed upon request.

Payment policy:

Key Destination Weddings & Events, LLC accepts personal checks and cash.

By signing below you agree fully to the terms of this contract with Key Destination Weddings & Events, LLC.

\_\_\_\_\_  
Bride's Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom's Signature

\_\_\_\_\_  
Carin Kronheim (Printed)  
Owner/Event Planner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carin Kronheim Signature

