



A checklist for Couples before signing Supplier contracts

The Wedding Lawyer has put together this brief checklist for couples to go through before signing contracts with suppliers. We understand that weddings are exciting times, and couples may be under significant time constraints to agree terms and conditions. However, we strongly advise you take 1 hour to go through each of the below before signing any contracts.

Section	Checks	Yes/No/Don't Know
Who are the contracting parties?	Is your supplier trading as a limited company, partnership or as a sole trader?	
	Do you know the full registered name of your supplier? (If not, check on the Companies House Website)	
	Is the name of your supplier clearly set out on the contract?	
	Is the name of your supplier on the contract the same as the name of your supplier on their invoice?	
	Do you know the financial health of your supplier? For example, do you know whether they have any assets or significant liabilities against them? (If you would like this checked contact us at The Wedding Lawyer).	
	Does the person signing the contract on behalf of your supplier, have the right or authorisation to sign this? (If you are unsure, ask the question).	
Do you understand the terms of the contract?	Do you understand each of the terms of the contract?	
	Are each of the terms, in your opinion fair, clear, transparent and unambiguous ? (For example, if you had to explain the terms to an intelligent 13 year old, would you be able to do so?)	



	(If you are unsure and what to use The Wedding Lawyer Contract Checking Service, contact us)	
Payment Terms	Are you clear on when payments should be made under the contract?	
	Have you got payment instalment dates in your diaries so you can ensure you will not miss a payment date?	
	Does the contract make reference to a “non-refundable deposit”, if so, have you asked your supplier why the deposit is non-refundable?	
	Have you checked with your suppliers, whether any funds paid over will be used for internal planning meetings, communication or any other pre-event expenses? If so, are these costs set out in the contract?	
	Have you made it clear to your supplier that you expect your funds paid to be used specifically for your wedding/event?	
	Can you pay by credit or debit card? If not, why not?	
Cancellation Terms	Have you read and understood the cancellation terms?	
	If you have to pay a cancellation charge, do you believe the charges represent a reasonable sum? (If, you are unsure, contact The Wedding Lawyer or query this with your supplier).	
Force Majeure Clauses	Is there any term in your contract labelled a force majeure clause or “Events outside of the control of the parties’ clause?”	
	If so, do you understand what happens if the event cannot go ahead due to events outside of the control of the parties?	
	Does the clause, set out what happens to any funds that have already been paid under the contract? For example, do these funds get returned to you?	



	(If, you are unsure, contact The Wedding Lawyer or query this with your supplier).	
COVID-19 Provisions	Does your contract deal with COVID-19 eventualities?	
	If your event, cannot go ahead, is there a possibility for a postponement?	
	If so, are you clear on the conditions of postponement?	
	If you postpone, does the contract deal with what happens to the payment instalment plan under the contract?	
	Is there a right for your supplier to amend the terms of the contract at a later date? If so, what are the conditions of this amendment? (for example, do both parties have to agree to this?)	
	If your event cannot go ahead, is there an option for a full refund (minus costs incurred by your supplier)?	
	If so, has your supplier given clear guidance as to what costs might be incurred by them prior to your event and as soon as the contract has been signed?	
Your obligations under the contract	Are you clear of your obligations under the contract?	
	Are you confident you can meet your obligations under the contract? (If these obligations have not been set out, perhaps you should check what these are).	
Your supplier's obligations under the contract	Are you clear on your supplier's obligations under the contract?	

On behalf of The Wedding Lawyer, we hope the above checklist provides a useful starting point before signing a contract. If you have any doubts about the supplier contracts you are asked to sign, please do not hesitate to contact us via our website or social media pages.

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