

# Ceremony Only Contract

Pacific Enchantment LLC  
2135 S. Kihei Rd. #103  
Kihei, HI 96753  
www.modernmauiweddings.com  
friends@pacificenchantment.com

This legally binding contract is made on \_\_\_\_/\_\_\_\_/\_\_\_\_ between Pacific Enchantment LLC and the clients:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_

The following services will be offered or provided in exchange for the fees outlined in the section entitled, "Pricing and Payments" and in compliance with all policies and procedures outlined in this contract.

- Consultation throughout the wedding planning process
- Wedding Budget Preparation & Tracking
- Assistance with selection of & communication with Ceremony Venue
- Ceremony planning & Design
- Onsite coordination for Wedding Ceremony
- Assistance with selection of & communication with wedding vendors
- Assisting with accommodations & activities
- Wedding Attire Coordination
- Post-Ceremony Planning

## **Pricing & Payments:**

We require a non refundable initial payment of \$100 to secure our services for your wedding date, and begin working on your wedding. This is a flat fee.

We charge an 18% coordination fee on all of the following services when arranged on Maui for your wedding:

- Ceremony Site
- Reception Site
- Caterer including food & beverage & rentals
- Flowers
- Musicians
- Wedding Officiant
- Wedding Cake/other desserts
- Other rentals (tables, linens, special lighting, etc)
- Photographer

- Videographer
- Wedding Attire
- Wedding Entertainment
- Wedding Transportation

\* Please let us know if there are any additional services you would require. Coordination fees may apply.

\*If we are able to offer you a discounted rate for vendor services, our 18% coordination fee will be based on the original price of an item or service.

\* We require a signed credit card authorization form.

\*A 4.166% general excise tax will be added to all charges.

\*Our coordination fees will be processed with your credit card authorization form at the time a vendor is secured for your wedding. You will be notified prior to all charges.

\*When a **deposit** is paid to book a vendor or venue, Pacific Enchantment will collect the 18% coordination fee for the full estimate of that item or service.

### **Securing Vendors:**

When you work with us, we communicate with all vendors on your behalf. We also distribute payments to vendors on your behalf using your credit card authorization form or signed checks. We do not sign contracts with vendors on your behalf, but we will review all contracts with you to ensure you are comfortable with all vendor policies. We will track all payments throughout the wedding planning process and provide you with receipts.

For liability purposes, we are required to sign contracts with certain wedding venues directly in order to secure the site on your behalf.

\*When Pacific Enchantment signs a contract with a venue on your behalf, if you pay by credit card a 3% transaction fee will be incurred.

### **Checks:**

All checks can be mailed to:

Pacific Enchantment LLC

2135 s. Kihei rd. #103

Kihei, HI 96753

\*Once we receive the check, we will verify the arrangements, and promptly deliver your payment. We will then provide you with a receipt.

### **Cancellation Policy:**

You may cancel our services at anytime. In the event of contract cancellation, all coordination fees paid to Pacific Enchantment LLC will be forfeited. .If you need to cancel your wedding, we will assist you with canceling all wedding services that have been secured.

Contracts you have with other wedding vendors will remain valid if you choose to cancel our services.

If we sign a contract with a venue on your behalf, and you cancel this contract, all deposits received by Pacific Enchantment LLC may be forfeited, depending on the policies of that venue.

\*Vendors will have their own policies regarding cancellations.

### **Failed & Late Payments:**

Excessive late payments will lead to cancellation of our contract. Contract cancellation requires all late coordination fees be paid to Pacific Enchantment LLC.

\*Vendors have their own policies when it comes to failed or late payments.

\*Bounced checks are considered a failed payment. Bounced checks will incur a \$40 check return fee.

### **Vendor Accountability and Liability Policy:**

\*We are not held responsible for damages or losses of any kind that are caused by or associated with any vendor or venue. The vendor or venue is to be held responsible.

\*Pacific Enchantment cannot be held responsible for a *vendor's mistake*. The vendor is to be held responsible.

\*We are not held responsible if you or your attendants are injured or incur a loss of any kind because of the fault of a venue or vendor or themselves during any wedding related function.

\*We recommend vendors that we feel will provide you with outstanding services and products. If you become dissatisfied with the vendor, venue, or any policies they have, we will help you resolve this issue.

\*We will review all vendor contracts with you. If you fail to understand the policies and procedures of any contract, we will not be responsible for your misunderstanding of that contract.

\*We are not responsible for damages or losses of any kind, mental anguish, or failure to deliver a promised item or service due to weather related problems or disasters (manmade or natural).

**Communication:**

\*We strive to provide the highest level of customer service. You may reach us anytime by email, mail, phone, or fax.

**Vendor Meetings:**

\*Pacific Enchantment does not limit the amount of meetings we have with you, whether the meetings are by phone or in-person.

\*We will gladly attend vendor meetings with you if our schedule permits it.

\*Meetings can take place anywhere on the island *except* Hana. We can meet you wherever you prefer.

\*If you are not familiar with your venue location, we would be happy to tour it with you when everyone's schedule permits it.

**Changing Your Wedding Date:**

\* No additional fees are incurred by Pacific Enchantment LLC for changing your wedding date.

\*If we are able to accommodate your wedding date change, you must submit your change in writing to Pacific Enchantment.

\*If we are unable to accommodate your wedding date change, we can still work with you; however we will not be onsite for your wedding. If this is not acceptable to you, we can cancel our contract and our cancellation policy will apply.

**Agreement**

I have read and understand this entire contract. I agree to follow all policies, procedures, and payment plans outlined in this contract.

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Pacific Enchantment LLC will abide by all policies, procedures, and payment plans outlined in this contract.

*Please sign and date this page, and fax it (along with your **credit card authorization form**) to Pacific Enchantment LLC.*

**FAX # 877-519-5720**

