



VENUES & EVENTS | WEDDINGS | HOTEL CONSULTANCY

## WEDDING TERMS & CONDITIONS

### **Our Commitment to You:**

1. Pink Grapefruit will provide you, our client, with a minimum of 3 detailed proposals matching your criteria and budget and arrange and accompany you to site inspections.
2. There will be no charge for our Venue Finding service once we are the sole appointed agent.
3. We will liaise with the venues on your behalf until you have reached a decision.
4. A schedule of confirmation will be sent by us to the chosen venue, copied to you also.
5. At this stage we will hand over to your venue contact and all contracts will then be forwarded directly to you for signing **or** we can provide Event Management at an additional charge should you wish.
6. Should you require our Event Management Service, Pink Grapefruit will provide you, our client, with a personalised quotation based on your exact requirements.
- 6.1 We will check all venue and supplier contracts before passing on to you for signing.
- 6.2 We will be the main point of contact with the venue throughout the planning and during the event.
- 6.3 We will handle transfer and accommodation lists for the delegates.
- 6.4 We will book any external requirements for the event such as Event Theming, AV Hire, etc... and liaise with all suppliers on your behalf.
- 6.5 We will maintain regular contact with you and provide detailed updates as required.
7. After the event, we will obtain feedback from you and pass it on to the venue. We will also record your likes and dislikes for future events.

### **Our Terms:**

1. We operate on a sole agency basis – should you place your enquiry with another agent or venue without our knowledge, you will be required to pay us an administration charge of £150 + vat.
2. If you place your event direct with a venue that we have already proposed, you will be required to pay us a search fee of £150 + vat.
3. We will only hold up to 3 venues at any one time for any one event. These are generally held on a two week option, however the venue reserves the right to chase for a decision at any time.
4. It is your responsibility to carefully check all correspondence issued by the venue and make any changes via Pink Grapefruit before signing contracts. We will then re-confirm the details to the venue on your behalf.
5. Rates are quoted based on the number of attendees at the time of booking. Should this change considerably, the venue will reserve the right to reflect this in their charges to you.
6. Pink Grapefruit will not be responsible for any payments to venues.
7. We charge a 12% handling fee for all supplier bookings on your behalf. Supplier fees are to be pre-paid on confirmation of booking.
8. Should you require our Event Management Service, an initial 50% non-refundable deposit, based on the personalised quotation for your event is required on signing of our contract and supplier fees are to be pre-paid at the time of booking.
- 8.1 The final invoice will be issued on completion of the event. Our terms of payment is 14 days.
- 8.2 It is your responsibility to carefully check all correspondence issued by the venue and suppliers and contact us with any changes before signing.
- 8.3 Rates are quoted based on the event specification at the time of booking. Should this change considerably, we reserve the right to reflect this in our charges to you.
- 8.3 Pink Grapefruit will not be responsible for any payments to the venue or suppliers.
- 8.4 Pink Grapefruit will not accept liability for any penalty charges issued by the venue or suppliers.

**Signed on behalf of Pink Grapefruit:** .....

**Date:** .....

**Signed on behalf of** : .....

**Date:** .....