



VENUES & EVENTS | WEDDINGS | HOTEL CONSULTANCY

EVENT MANAGEMENT
TERMS & CONDITIONS

Our Commitment to You:

1. Once the FREE Venue Finding process is complete, Pink Grapefruit will provide you, our client, with a personalised quotation for the Event Management element based on your exact requirements.
2. We will check all venue and supplier contracts before passing on to you for signing.
3. We will be the main point of contact with the venue throughout the planning and during the event.
4. We will handle transfer and accommodation lists for the delegates.
5. 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. 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 charge a 12% handling fee for all supplier bookings on your behalf. Supplier fees are to be pre-paid on confirmation of booking.
2. 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.
3. The final invoice will be issued on completion of the event. Our terms of payment is 14 days.
4. It is your responsibility to carefully check all correspondence issued by the venue and suppliers and contact us with any changes before signing.
5. Rates are quoted based on the event spec at the time of booking. Should this change considerably, we reserve the right to reflect this in our charges to you.
6. Pink Grapefruit will not be responsible for any payments to the venue or suppliers.
7. 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: