

CHERISHED MOMENTS CONTRACT

Parties Involved

Planner: Cherished Moments Planning & Coordination

Email: cherishedmomentsplanning25@gmail.com

Client(s) :

*Name(s): _____

Address(es): _____

*Phone Number(s): _____

*Email Address: _____

Event Information

Event Name: _____

Event Date: _____

*Event Time: _____

Event Location: _____

Planner Services

☐ Partial Planning

☐ Month Of Planner

☐ Day-of-Coordination

☐ Content Creator (The Special Spotlight)

☐ Content Creator (The Mini Moment)

Total Fee : \$ _____

Payment Schedule :

-Deposit (NON-refundable): \$ _____

-Second Payment \$ _____ due on ____ / ____ / ____

-Final Payment : \$ _____ due on ____ / ____ / ____

A non-refundable retainer fee of \$100 is due upon signing this contract to secure services.

This deposit will serve as the initial payment towards the planner.

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Payment Terms

The Client agrees to the following payment terms:

- Installment Payments: To be determined.
- Final Payment: Remaining balance due on the specified date.
- Payments can be made via Apple Cash, Venmo, Cash App. or CASH IS PROFFERED

Late Payment

- Late Fee: \$50 if payment is more than 7 days late.
- Travel fees may apply. Custom packages available upon request.
- Approved expenses will be reimbursed by client.

Cancellation Policy

- In the event of cancellation by the Client, the refund process is as follows:
 - 6 months before the desired event date: 80% Refund
 - 3 months before the desired event date: 40% Refund
 - Within the month of the desired event date: No Refund
 - Client Cancellation: Deposit is non-refundable. Additional fees may apply depending on progress.
 - Planner Cancellation: Refunds will be issued or a replacement planner recommended.

Planner's Responsibilities

The Planner shall provide the following services:

- Customized List of services
- Detailed timeline for the wedding day
- Communication Plan-This can be via zoom or meeting in person
- Wedding Coordinator (If wanted)

Content Creator Responsibilities

- Capture high-quality photos and videos of weddings.
- Write blog posts about trends, tips, and experiences.
- Create engaging social media content.
- Edit photos and videos to ensure quality.
- Deliver final products within agreed timelines.

Client's Responsibilities

The Client shall:

- Provide timely information and feedback to the Planner.
- Adhere to the payment schedule outlined in this contract.
- Cooperate with the Planner throughout the planning process.

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Vendor Management

- Planner may assist with vendor referrals. However,
- the client assumes responsibility for hiring and final vendor agreements.
- Planner is not liable for vendor performance.

Liability and Indemnification

- Planner is not responsible for any vendor failure or unforeseen issues (e.g., weather, illness).
- Client agrees to indemnify planner from claims arising from client actions or third parties.
- Planner maintains general liability insurance.

Bartending Services Disclaimer:

If unlicensed or uninsured bartending services are hired, Cherished Moments Planning & Coordination does not assume any liability for guest behavior. Should incidents escalate, local law enforcement may be called at the planner's discretion.

Dispute Resolution

- All disputes will first be attempted to resolve through informal negotiation, followed by mediation or arbitration if necessary.
- Governing Law: North Carolina

Additional

- Confidentiality: All personal and event information will remain private.
- Amendments: Changes to this contract must be made in writing and signed by both parties.
- This document constitutes the full agreement between parties.

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Liability and Insurance

- The Event Planner will not be held responsible for any damages or losses experienced by the Client or third parties related to the event planning services, unless such circumstances arise from gross negligence or intentional misconduct by the Event Planner. *Client Initial_____

Force Majeure

- Neither party shall be held accountable for failing to fulfill their contractual obligations due to force majeure events, which include, but are not limited to, natural disasters, strikes, or government restrictions. In these instances, the affected party must promptly inform the other party, and both will collaborate to reschedule or explore alternative solutions. *Client Initial_____

Entire Agreement

- This Contract represents the complete agreement between the parties concerning the subject matter hereof and overrides all previous agreements and understandings, whether written or verbal. *Client Initial_____

Marketing

- Cherished Moments retains the right to utilize content from the wedding for marketing, portfolio, and social media purposes, provided that you are not personally identifiable (by name or recognizable facial features). *Client Initial_____

Client(s) Signatures:

Signature: _____

Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

Planner (Cherished Moments Planning & Coordination):

Signature: _____

Date: _____

Print Name: _____

INVOICE

BILL TO:

Kaysie Sawyers

Email: kpsawyers@hotmail.com

Invoice Date: 04/10/2025

Payment Due Date: 06/10/2025

DESCRIPTION	PRICE	QTY	TOTAL
Non-Refundable Deposit	\$ 100.00	1	\$ 100.00
Item	\$ 300.00	2	\$ 300.00
Item	\$ 100.00	2	\$ 100.00

SUB TOTAL \$ 500.00

TAX -

TOTAL \$ 500.00

Send Payment To :

Cashapp- Mollyg2203

Venmo- MG-4562

Apple Pay- 828-206-5707

Cherished Moments Planning

Phone Number: 828-206-5707

Email:

cherishedmomentsplanning25@gmail.com

thank
you