



## **Wedding and Event Contract**

Please contact Conch Concierge (305.292.2292) upon arrival in Key West or within 24 hours of your ceremony or event to verify your arrival, cell phone contact number, hotel/inn, and room number. This is very important.

This agreement shall be governed by the laws of the state of Florida, Monroe County and the City of Key West, Florida.

### **DEPOSIT:**

A \$100 deposit is requested to reserve concierge and wedding services valued up to \$749.00. A 50% deposit is requested to reserve concierge and wedding services valued \$750.00 and above. All deposits are non-refundable. Reservations are held for a period of 5 days pending arrival of the deposit. Concierge fees of \$250.00 or less are requested in full at time of confirmation.

### **FINAL PAYMENT:**

All balances must be paid in full a minimum of 30 days prior to the ceremony or event date. Payments within 30 days are requested to be made by check and sent via an overnight service with a tracking number. "Check by Phone" and PayPal are also an option. All payments within 30 days of the event date are non-refundable. Late payments are subject to cancellation and forfeiture of all deposits paid.

### **CANCELLATIONS:**

All cancellations must be submitted in writing on a Conch Concierge cancellation request form and faxed to 866.579.5581 or other designated fax number. Conch Concierge reserves the right to change or substitute like services or locations in the event of inclement weather or other causes beyond the control of Conch Concierge.

### **LIABILITY:**

In all circumstances, Conch Concierge's full and complete liability will not exceed the total amount paid by the customer. Conch Concierge reserves the right to change or substitute like services or locations in the event of inclement weather or other causes beyond the control of Conch Concierge.

### **CONFIDENTIALITY:**

Please note that if you would like Conch Concierge to provide information concerning your wedding/event to others, please provide a comprehensive guest list. To protect the privacy of my customers, it is my policy to not discuss wedding/event arrangements with individuals who are not on the guest list.

### **MARRIAGE LICENSE:**

A valid Florida marriage license is required. This may be obtained from any Florida courthouse within 60 days of the ceremony. Florida residents are required to wait 3 days after obtaining the license before the marriage can be solemnized. There is no waiting period for non-Florida residents. For additional information please consult my website at [www.conchconcierge.com](http://www.conchconcierge.com).

### **COMMITMENT AND RENEWAL OF VOWS:**

Commitment and Renewal ceremonies are not registered with the State of Florida and are therefore exempt from the licensing provision.

### **DELIVERIES:**

Should client need to send items in advance such as wedding dresses or other attire, cake stands or other wedding-related items, client is requested to send these only by an approved express service that provides

a tracking number such as Federal Express, UPS, etc., and to send items no earlier than 14 days prior to the event. In addition, client is requested to advise Conch Concierge of this intention before items are sent. Conch Concierge cannot accept responsibility for storing items without prior consent. Such storage may involve an additional fee.

**WEATHER:**

While Key West is blessed with some of the best weather in the country, clients should be aware that the period of June 1 to November 30 is considered “hurricane season”. While we can never predict in advance the weather on a particular day and time, chances of a significant weather event are increased during the hurricane season and are greatest during the months of August, September and early October. Clients are advised to please take this into consideration when planning your event. Travel insurance is strongly recommended and may cover some of your non-refundable expenses. Other prudent considerations are to create a back-up plan such as providing for a tent or other covered location. This becomes even more important when groups of approximately 20 persons or more are gathered.

Additionally, clients are reminded that Conch Concierge’s policy is to consider all deposits non-refundable upon receipt and that final payments, which are due 30 days prior to the event, are also non-refundable. Conch Concierge will work with the client to create alternatives, but this may involve additional costs, and recovery of vendor advance payments cannot be guaranteed. An example of the difficulty in recovering vendor payments is caterers who have already purchased food for your event and will not be able to recover monies, should the client be forced to cancel in the event of inclement weather. Such advance payments are frequently considered non-refundable by caterers and other vendors. Specific policies vary from vendor to vendor.

**USE OF PUBLIC SPACES:**

While certain public spaces such as beaches, gardens and parks are free to use. Client assumes responsibility and will insure that areas are left in the original or better condition than found. Client will insure that items such as, but not limited to, flowers, flower petals, cups, confetti, food, streamers etc. are properly disposed of following the ceremony. This may require bringing a rake, garbage bags, etc. to the ceremony site. In addition, I ask that you designate someone in advance to manage this task. Conch Concierge is available to handle this task if requested in advance. (fee applies.)

Your signature below acknowledges your acceptance of the above terms and conditions.

**PHOTOGRAPHY:**

All photos are presented in a digital on line format only. Photo packages do not include prints or any other digital media such as CD/DVD. Packages including a specified number of images represent a minimum estimate of the number to be included in your on line album. An email link will be sent to you after the ceremony which will allow you access to your on line photo album, prints of your images may be purchased there. If you prefer, an archival quality CD/DVD of your photos is also available for purchase. Prices vary depending on the size of your digital file, please inquire for details.

Your deposit and/or signature acknowledges your acceptance of the terms and conditions included in this contract.

Print Name (s): \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Payment Method: \_\_\_\_\_

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

City: \_\_\_\_\_

ST/Province : \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial here if you want to use this same method of payment for your balance. \_\_\_\_\_

Event Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Total number in your party (including Bride and Groom)? \_\_\_\_\_

Where you will be staying \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

eMail #1: \_\_\_\_\_ email #2: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone # 2: \_\_\_\_\_ Phone #3 \_\_\_\_\_

(One phone should be a mobile phone that will travel w/you.)

Services confirmed:

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

Additional Items Services : \_\_\_\_\_

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

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

By signing I acknowledge my initial deposit and final payment are non-refundable.

Conch Concierge, P.O. Box 1242, Key West, Florida 33041

Phone: 305.292.2292 • Mobile: 305.923.6986 • Fax: 866.579.5581

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