



"DAY OF" WEDDING PLANNING & COORDINATION CONTRACT AGREEMENT

1. CHANGE / CANCELLATION:

Any changes/cancellation made to this contract must be made in writing and signed by all parties. In the event the wedding couple is forced to change the date of the wedding, every effort will be made by Just Dreams Event Planning & Decor to transfer location reservations, sub-contractors and The Wedding Coordinator support to the new date. The wedding couple agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the wedding couple. There may also be additional charges above and beyond those set in the original contract. The Wedding couple further understands that last minute changes can impact the quality of the event and that The Wedding Coordinator is not responsible for these compromises in quality. If the bridal couple changes the date/location of the wedding and the wedding planner is unavailable to provide services, then the wedding planner is released from all contract obligations and shall in no way be held responsible or liable for non-performance. The couple also forfeits all costs for non-compliance with this agreement.

CANCELLATION BY THE BRIDE & GROOM:

In the event of a cancellation, refunds are limited to unearned fees. Deposits are non-refundable and any earned fee will have to be paid in full within 30 days of cancellation.

CANCELLATION BY JUST DREAMS EVENT PLANNING & DECOR:

Should Just Dreams Event Planning & Decor be unable to perform any specific tasks in the planning of a wedding, due to the wedding planner illness or hospitalization, unearned fees will be refunded and we will do our best to find a substitute Wedding Planner. Just Dreams Event Planning & Decor is not responsible for any events preventing the wedding to happen, such as fire, flood, earthquake or any other natural or human acts.

2. BRIDAL COUPLE RESPONSIBILITIES:

The couple is responsible for paying suppliers directly. Just Dreams Event Planning & Decor does not accept commissions from any suppliers unless mutually agreed by both parties. All suppliers/services contracts will be between the bridal couple and the supplier/service provider. The bridal couple is responsible to pay Just Dreams Event Planning & Decor as per contract. In the event payment hasn't been received within two weeks of being invoiced, then Just Dreams Event Planning & Decor reserves the right to cancel the contract and your wedding date & time may be re-booked by other parties, without exception and with notice. Any items needed for the wedding (ceremony & venue) must be purchased by the bridal couple in advance. Just Dreams Event Planning & Decor is more than happy to do the shopping, but payment will be due before we start buying.

3. JUST DREAMS EVENT PLANNING & DECOR RESPONSIBILITY:

- Visit to the ceremony and the reception site prior to the wedding.
- Provide a detailed timeline to suppliers/service providers and bridal party.
- Contact with all suppliers/service providers 1-2 weeks before the wedding day.
- Day Coordination and supervision until the end of the wedding dinner.
- 2 hours wedding rehearsal coordination
- Up to 12 hours of service on your wedding day
- Manage vendor & decor setup at ceremony & reception sites
- Organize & distribute all personal flowers to wedding party, family members & special guests
- Facilitate the wedding ceremony
- Check for any items necessary to properly conduct the ceremony
- Oversee ushers & guest book attendants
- Make sure that all members of the wedding party are looking picture perfect
- Properly line up processional & cue musicians
- Assist Bride, Groom and Wedding party during preparation for ceremony
- Check marriage licenses and rings are present for ceremony
- Act as liaison between wedding party and vendors on wedding day

The Wedding Planner understands her/his role will be that of advisor and coordinator. The bridal couple will make all the selections of suppliers/service providers. The wedding planner will use her/his judgment when taking action in regard to changes, weather, tardiness, non-performance etc. based on the situation, time limitations and/or your wishes. In the event of any supplier/service provider's cancellation, Just Dreams Event Planning & Decor may substitute a new supplier/ service provider with or without advance notice to the couple at its discretion and any additional costs to be paid by the couple.

4. PROMOTIONAL USE:

The bridal couple gives permission and shall allow Just Dreams Event Planning & Decor to use any photograph of them, the wedding ceremony/reception setting for viewing on our website or social media channels for promotional purposes only. The photographer's name/website will be promoted underneath the photos (if applicable). Just Dreams Event Planning & Decor gives permission and shall allow the couple to use any photographs/videos in which the wedding planner appears.

5. ASSISTANTS and ATTIRE:

Should your wedding require it, the Wedding Planner will provide assistants in order to fulfill this contract. These assistants will abide by all terms of this contract. The decision to use assistants is at the sole discretion of the Wedding Planner. The cost of said assistants is included in your contract amount. The Wedding Planner and any associated staff will dress in appropriate attire for your wedding.

6. VENDORS: Client understands and agrees that Just Dreams Event Planning & Decor is not responsible for poor services rendered by any vendor. It will be the Client's responsibility to settle all grievances and discrepancies with the vendor directly. Just Dreams Event Planning & Decor will always do its best to find the top suppliers, but we cannot be held responsible for any supplier/service provider's performance or product. Just Dreams Event Planning & Decor will not refund any fees in the instance that a vendor is not satisfying to any client. Contracts with all vendors will be between the Client and the Vendor. Just Dreams will not enter any vendor contracts on behalf of the client. The Client agrees to let Just Dreams know of any changes to the wedding/event and/or vendors that they will be using.

7. NON-COMPETE POLICY: The Client agrees that there will not be another Wedding Planner/Event Coordinator working with the Client except for Just Dreams.

8. ADDITIONAL WORK/CHANGE ORDERS: New work requested by the Client and performed by Just Dreams after a proposal/estimate has been approved is considered a Change Order, and will be billed according to the additional hours. If the job changes to an extent that it substantially alters the specifications described in the original proposal/estimate, a revision memo will be submitted to Client, and a revised additional fee must be agreed to by both parties before any further work proceeds. Alterations and other changes requested after project completion are billed at standard hourly or package rates.

9. ACCURACY: Client agrees that the accuracy of information supplied to Just Dreams is the sole responsibility of Client, and that Just Dreams is not responsible and shall not be held liable for the results of services performed on the basis of inaccurate, incomplete or untruthful information furnished by Client. Client assumes full responsibility for acceptance of work or services performed and agreed upon, as well as final proofing and accuracy. Just Dreams is not responsible for errors or omissions. Corrections will be made at no charge if they are brought to Just Dreams attention within 14 (fourteen) days after project completion and acceptance. Corrections are not to be construed with changes.

10. RIGHT OF WITHDRAWAL:

The discovery by Just Dreams of new information, changes to agreed circumstances by the bridal couple without previous discussion, or other factors which tend to circumvent standard policies may result in withdrawal. Should Just Dreams initiate the withdrawal, all fees will be returned, excluding booking fee as well as fair market value for all services/products already provided.

11. FEES:

The bridal couple agrees to pay Just Dreams Event Planning & Decor a service fee of \$1,500.00 for the "Day Of" Wedding Package and for the use of a full wedding planning service. Any mutually agreed additional services is to be paid by the bridal couple. A nonrefundable deposit of \$750 is to be sent with this signed contract to secure a booking. The final balance is due 3 weeks prior to the wedding day. Payment plans can be arranged on a monthly basis, if required. Upon receipt of the booking fee and signature of this agreement, Just Dreams will reserve the date agreed upon and will not make reservations with another CLIENT for the same date. For this reason, the booking fee paid is NON-REFUNDABLE, even if the date is changed or the wedding cancelled for any reason; including but not limited to, acts of God, fire, strike and/or extreme weather. Accepted forms of payment are cash, credit card or direct deposits using the bank details below

Just Dreams Event Planning & Decor

HSBC: 011-202793-011

BNTB: 0604017270017

12. LATE PAYMENTS: Payments not received by due date will result in work termination. Just Dreams reserves the right to refuse completion or delivery of work until past due balances are paid. Monthly late charges of \$10.00 (ten dollars) will be assessed on unpaid balances every 30 (thirty) days.

COVID-19

1. CANCELLATIONS: In the event the Client must cancel the contracted services of Just Dreams as a result of mitigating circumstances that relate to COVID-19, the initial retainer fee and non-refundable deposit will be forfeited. Any other payments made to date may be entitled to a refund minus the cost of already ordered or bought items should we receive notification of the cancellation prior to 1 month of the wedding/event date. Should the Client have to cancel the event within 1 month of the wedding/event date, the Client may receive a credit minus the initial retainer fee and non-refundable deposit and the cost of already purchased or bought items towards an available future service offered by Just Dreams within 1 year of the original wedding/event date.

2. POSTPONE: Should the client need to postpone a wedding/event as a result of mitigating circumstances that relate to COVID-19, the Client may receive a credit minus the initial retainer fee and the cost of already purchased or bought items towards an available future date within 1 year of the original wedding/event date.

3. DOWNSIZE: Should the Client have to downsize or reduce guest count as a result of mitigating circumstances that relate to COVID-19, you are entitled to a full refund for any guest change up to 1 month prior to the wedding/event minus the cost of already ordered or brought items including any vendor charges that Just Dreams may be obligated to pay on the Clients behalf. Should there be a guest change within 1 month of the wedding/event you will be entitled to a credit minus the cost of already ordered or brought items including any vendor charges that Just Dreams may be obligated to pay on the Clients behalf.

4. MITIGATING CIRCUMSTANCES: Mitigating circumstances that relate to COVID-19 may include but are not limited to:

- Government ordered lockdowns that prevent or have prevented a wedding/event from going ahead on the date agreed between Client and Just Dreams.
- The inability for immediate wedding/event stakeholders to travel to/from or attend the wedding/event.
- Government issued restrictions on event occupancy.
- Voluntary or involuntary self-quarantines for immediate wedding/event stakeholders.
- Sudden illness or death as a result of a COVID-19 diagnosis of immediate wedding/event stakeholders.
- Closure or reduction of work for third party wedding/event vendors as a result of COVID-19.

Any requests for changes to the agreement between the Client and Just Dreams as a result of COVID-19 should be made in writing and emailed to Just Dreams: info@justdreamsbermuda.com.

AGREEMENT: This agreement contains the entire understanding between Just Dreams Event Planning & Decor, and the “CLIENT”. It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.

Just Dreams Event Planning & Decor Team

April 19, 2022