

January 14, 2020



Aisis Herring

Cierra Mance

(919) 586-4431

aisisherring@gmail.com

Wedding Planner Contract

Dear Aisis and Cierra,

This contract serves as a binding agreement between MTC Events, LLC (MTC) and Bride(s) Aisis Herring and Cierra Mance for services to be rendered in the details listed below.

MTC Events will be retained as a Wedding Planner for your wedding scheduled September 24, 2020.

Description of Services

As a wedding planner, our services include:

- Twenty Client Consultations (1.5 hours each)
- Pre-Wedding Milestones: Assisting Bride(s) with several pre-wedding decision making including scheduling and executing engagement photos, Bridal, or couple shower planning, seating charts, seating arrangements, guest rsvp's, itinerary planning, and vendor interviews.
- Caterer menu selection and tasting: Resort, Venue, or client approved full-service caterer that provides full plated or buffet service, reception, or farewell brunch. To include menu-build option or menu selection, tasting and service contract, licensed and insured.
- Themed Décor/Rental Services: to include decorated table décor, linens, backdrop décor, cake table décor, lighting, photography, DJ, florals, cake, head table, ceremony backdrop or draping services within client's budget and imagination. Full-service contract initiation.
- Vendor Contracts Initial Service Lock-in: Planner to make initial and continuous contact with all vendors and initiate service contracts to be delivered and signed by client. MTC will not agree to or sign any contracts on behalf of client. All services will ensure that client's needs for event are all covered as listed within this agreement. MTC will ensure up to the day of the wedding that all contracts are signed, necessary payments to book services have been received, confirmed, and guaranteed by vendors.
- Guest Accommodations: Planner will initiate and execute assisting wedding guests with accommodations including hotel, resort, transportation, and meal plan options available. Planner is not responsible for individual purchases of guests when selecting travel accommodations. Guests will book at their full discretion and means. Guests are also responsible to take further precautions when choosing to or not to purchase insurance covering cancellations, loss, theft, or any situations that arise including and leading up to death of said accommodations. Planner is not liable for accidents or loss including but not limited to: monetary or loss of life from flights, vendors, transportation, cancellations, accidents up and including to death of a party, or theft and loss of personal items that arise out of selecting accommodation options provided and selected or not selected as a bridal party guest. MTC Events, LLC is also not liable as an entity with above incidents associated within this agreement representing the bride and groom or their business affiliation. Guests and client will book directly through vendors, commercial or private at his or her own risk.
- Invoice (payment schedule/arrangements) Budget management: All initial deposits required by client to reserve vendors will be communicated to client along with vendor service contracts. Event planner will

provide client with a breakdown of payment scheduling as a guide to assist the client. It will be the client's responsibility to ensure payments to vendors are paid on time and in full.

- Accompanying Bride and Wedding Party with dress, tux, and wedding dress selection and alterations: including but not limited to scheduling, follow-up, attendance, payment schedule and ensuring bridal and guest party comfort and ease.
- Pre-wedding walkthrough of venue approximately 2 to 3 weeks prior to your wedding (subject to change)
- Vendor Relationship management
- Operating as or Assigning a "day of" coordinator/assistant to work alongside venue liaison.
- Distribution of itinerary and timeline to all vendors and venue
- Coordinate with Hotel/Resort Event Planner
- Creation and management of Wedding Day itinerary and comprehensive layout
- Coordination of ceremony and Reception, including:
 - ✓ Wedding Day Emergency Kit
 - ✓ Placing any personal items, including favors, programs, signage, cake cutters, bride and groom's toasting flutes, and escort/place cards.
 - ✓ Bridal Prep
 - ✓ Supervision and management of gifts and transportation to safe location during ceremony.
 - ✓ Direction of the Bride and Groom and family during ceremony and reception (i.e. letting everyone know where to sit during ceremony, when to walk down the aisle, when to begin ceremony, when they will be giving toasts, etc.).
 - ✓ Supervision of all ceremony and reception set up
 - ✓ On-site supervision of every vendor at ceremony and reception to confirm the itinerary is followed, acting appropriately, and responsibly (assigned to day of coordinator)
 - ✓ Coordination of the delivery of wedding items and gifts to couple or assigned family member
 - ✓ Perform sound check and lighting check with DJ or hired entertainment

Please note: the services listed above do not include running any wedding related errands such as, picking up or delivering attire, supplies or equipment, documents, or any other items related to contracted vendor work not affiliated with MTC Events.

As a client, you will rely on MTC Events Wedding coordinator (Trevonne Cuffee) to work as many hours as may be reasonably necessary to fulfill the obligations under this agreement.

Conditions

1. I understand that my role will be that of planner. You will make all final vendor, contracting, service, catering, itinerary and timeline decisions.
2. MTC is not authorized, nor will we make changes to your vendors once contracts have been initiated and paid. Nor will MTC make any changes to venue relationship agreements and or said contracts. Any changes requested by client will be initiated with client's written consent directly to vendor and event planner.
3. The client will make payments directly to the service providers/vendors, not MTC. We do not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product.
4. The client and MTC agree to attempt to resolve any conflicts that arise only related to the services provided under "Description of Services", and exemptions listed under "Conditions." If both parties cannot agree to a client/service resolution, both parties agree to perform a non-judicial dispute resolution, also referred to as an alternative dispute resolution (ADR) or

mediation. Mediation will occur in the jurisdiction where the office of MTC is located, and the neither party will be reimbursed for mediation fees.

5. It is the responsibility of the client to provide MTC with contact names, telephone numbers and outside signed vendor and venue contracts for all service providers or wedding party guests involved in the wedding ceremony/reception no later than 14 days prior to the wedding or upon signing this contract.
6. The client is financially responsible to cover wedding planner's resort and transportation fees to and from resort for venue search, and finalizations including early arrival to execute wedding.
7. The client will inform MTC of any changes made to vendor or venue contracts in a timely manner. MTC will not be held liable for any changes made by the client or by the client's selected service providers.
8. MTC will use its professional judgement when acting; including but not limited to: weather, tardiness, nonperformance, etc. based upon the situation, time limitations, and/or the client's wishes.
9. MTC will cooperate with the venue coordinator on site as needed throughout the full planning process.
10. MTC will not be held liable for client's failure to uphold any service agreements or contracts with vendors through any vendor's or their service or likeness thereof, listed above in the Description of Services in the vendor's exercise of suing client for reasons included but not limited to: negligence, contract fulfillment issues or lack thereof, injury, or damage to the venue, equipment, supplies or persons utilized on the event day to perform services or provide products for this event.

Fees & Payment Schedule

MTC services will be paid for the outlined "Description of Services" and "Conditions" above in the total amount of \$3,000.00. Payment will be made as follows:

A non-refundable retainer in the amount of \$333.33 upon signature of this letter of agreement.

\$ _____ Due on the 24th of each month beginning January 14, 2020 and September 17, 2020

\$ _____ Final payment Due in September 17, 2020. 7 days prior to your wedding date

Term/Termination

This agreement will terminate immediately upon completion of the services required by this letter of agreement.

Changes/Cancellations "Change of Heart"

Any changes made to this contract must be made in writing and signed by all parties. You may cancel this agreement in writing for any reason. MTC will work with client as agreed and cooperate if client chooses to reschedule event date. The client will agree to pay Wedding Planner for services initiated up to the month of cancellation if services have been rendered through the 10th of that month. If the wedding is canceled, funds owed to MTC for services rendered through the 10th day of the month of the cancellation date will be paid within 5 business days. If the client has paid for services in full or ahead of schedule, all remaining service fees not owed to MTC will be refunded to client within 5 business days. If the wedding is not canceled, there will be no refund. Changes added to enhance the wedding shall be deemed as an additional service and will be charged a 10% fee as it is booked by either client or MTC to maintain vendor relationship, and perform duties as outlined in this agreement.

Acts of God

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your wedding; payment will be required for only services and time spent at the venue the day of your wedding and retainer payment.

Acceptance of Agreement

If you agree to all the details listed in this document, please sign a copy of this contract and deliver via electronic signature along with your payment in the amount of \$_____.

Thank you again for choosing MTC Events.

Sincerely,

Wedding Planner's signature

Accepted

Bride's signature _____

Date: _____



INVOICE

Herring/Mance Wedding

MTC Events
P.O. Box 38804
Charlotte, North Carolina 28278
United States

BILL TO
Aisis Herring
8926 Codman Dr. Apt 202
Charlotte, North Carolina 28216
United States

919-586-4431
aisisherring@gmail.com

Invoice Number: 080177

Invoice Date: January 28, 2021

Payment Due: February 27, 2021

Amount Due (USD): \$854.21

[Pay Securely Online](#)

Services	Quantity	Price	Amount
Caprese Breast of chicken stuffed with sundried tomatoes, spinach and mozzarella cheese served over ditalini Romesco with broccoli rabe and shaved parmesan.	24	\$14.50	\$348.00
Hen Cider brined Cornish hen pan jus, finished with crispy herbs.	23	\$16.50	\$379.50
Citrus Salmon Wild salmon marinated in citrus zest and herbs, cold smoked, and broiled to perfection.	1	\$16.50	\$16.50
From the Earth Rice Pilaf	48	\$0.00	\$0.00
From the Garden Grilled Vegetable Medley	48	\$0.00	\$0.00
Salads Caesar Salad: Romaine Lettuce, Herbed Croutons, Parmesan Cheese Caesar Dressing	48	\$0.00	\$0.00
Rolls	48	\$0.00	\$0.00
Dessert Opted out of additional dessert, Brides will use their wedding cake. MTC will provide cake cutting service and preservation of sweetheart cake for Brides to take home with them.	48	\$0.00	\$0.00
Beverages Iced Tea, Citrus Water	48	\$0.00	\$0.00



INVOICE

Herring/Mance Wedding

MTC Events
P.O. Box 38804
Charlotte, North Carolina 28278
United States

Services	Quantity	Price	Amount
Service Fee All services required to complete from start to finish including (ie: mobile catering equipment, consultation(s), time, labor, setup and breakdown of event and fulfillment of remaining contract details after date of event)	1	\$175.00	\$175.00
Server 4 hour minimum. Per hour basis \$17.00 rate. 1 Server required for every 20 people. 48 guests require 2 servers	8	\$17.00	\$136.00
Rental Deposit Premium disposables are included in current pricing. If client desires china rental, invoice pricing will be charged at a per item rate.	1	\$0.00	\$0.00

Subtotal: \$1,055.00
NCST 7.25%: \$76.49
MCFB 1%: \$7.45

Total: \$1,138.94

Payment on February 5, 2021 using  ending in 1306: \$284.73

Amount Due (USD): \$854.21

Pay Securely Online



link.waveapps.com/4kycfn-zp336n

Notes / Terms

Quotes are upheld for 30 days from the send date. After that time, you must contact mtceventsllc@gmail.com and request an updated quote.



INVOICE

Herring/Mance Wedding

MTC Events
P.O. Box 38804
Charlotte, North Carolina 28278
United States

Notes / Terms

Next Steps: To accept the quote and proceed with our services, please email booking@mtceventsllc.com with the subject titled "Accepted Quote", and the Quote number. You will then receive an invoice to proceed with paying your deposit to reserve your date. Your event is not booked until a deposit is received.

Wedding Date 9/24/2021