



COMPANY: BLUE DIAMOND EVENTS, LLC 573-567-0016  
 CONTACT PERSON: LISA WAMPLER 314-223-2927

## Event Coordinating/Planning Agreement

Effective Date			
Client Information			
Name(s)			
Address	Street		
	Apt #		
	City	State	Zip
Phone		Alt. Phone	
Email(s)			
Event Information			
Venue Information			
Event Date			
Venue Information			
Event Date			
Venue Information			
Event Date			
Package Chosen			
Package Price	\$	Booking Fee	\$
Remaining Balance Due	\$	Date Balance is Due	



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## WEDDING PLANNING & COORDINATING TERMS & CONDITIONS

This Agreement may not be modified orally. It can only be modified in writing if signed by both parties.

Life is not perfect and events always carry surprises and unexpected circumstances. We will provide information, time and advice to you to the best of our ability. However, you agree to hold us harmless in the unlikely event that any aspect of your wedding/event fails to completely satisfy you.

### 1. EVENT DATE RESERVATION

The event date will be held for you on a "Definite" basis upon receipt of your signed Event Contract and/or initial 50% deposit.

### 2. GUARANTEE & INITIAL PAYMENT

In order to guarantee your reservation, we require an initial payment in advance of the total estimated dollar value of the event date to reserve when you sign this agreement.

The minimum booking fee to hereby bind the terms of this Agreement is equal to one half of the total fee. All checks should be made payable to: Lisa Wampler.

### 3. DATE CHANGES & CANCELLATIONS

Any request for a date change must be made in writing at least thirty (30) days in advance of the original event date. Change is subject to availability and receipt of a new Service Contract. If there is no availability for the alternate date, the non-refundable deposit shall be forfeited and event cancelled.

The client may cancel this Agreement only upon giving written notice to Blue Diamond Events. The parties agree and understand that in the event of a cancellation, any booking fee that is received is non-refundable.

Both parties entering into this Agreement shall be permanently bound to fulfill the obligations unless one of the following conditions applies:

1. Both parties mutually agree to leave this Agreement and all its responsibilities.
2. The above described event is completely cancelled and a minimum of 30 days notice is given.

Any cancellation occurring less than thirty (30) days prior to the event date shall forfeit all payments received.

If the above mentioned Planner/Coordinator is unable to provide services due to complications beyond their control a suitable replacement will be provided at no more than the original quoted price that is mutually hereby agreed upon.



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#### 4. MILITARY DEPLOYMENT

In the event there is a cancellation due to military deployments, cancelled leave, change of PCS or TDY orders, we will allow a cancellation, termination or reschedule of contract with a written cancellation letter and official orders. We will not charge any additional fees or penalize you for a postponement of a wedding that has to be rescheduled. We will reschedule your wedding date and accommodate you with another date that allows us to carry over based on the availability of the date. However, in the event one of you becomes deceased due to the act of war, the client will not be held responsible for any remaining balance.

#### 5. TYPES OF PAYMENTS

We accept the following forms of payments for your convenience:

Cash – A written receipt will be provided as proof of payment.

Check/Traveler's Cheques – Cancelled check or written receipt will be provided as proof of payment. There will be a service charge assessed fee of \$100.00 for all returned checks.

PayPal - You can access our PayPal link on our website <http://www.bluediamond-events.com>, or request one via email. A 2.9% processing fee will be added to payments.

Credit Card - We accept Visa, MasterCard, American Express, & Discover. A 2.9% processing fee will be added to payments.

#### 6. BALANCE DUE

The final balance and full payment of the packaged contract amount shall be paid two (2) weeks prior to the wedding day.

#### 7. OBLIGATIONS

The obligation of Blue Diamond Events and this agreement ends when services have been rendered in its entirety and upon full payment of the contract amount. Any additional services will be paid for separately with a REVISION to this agreement.

Any and all information or details shall be communicated to the Planner/Coordinator five (5) days before the event at the latest. Anything after that date is not guaranteed. The Planner/Coordinator shall not be held liable for any action that may arise from or in connection with any individual that is not directly affiliated with Blue Diamond Events.

Additionally, the contracting party agrees to assume full responsibility for any and all damages that may be caused by themselves or their guests that involves Blue Diamond Events' property.

We are not responsible for the conduct and/or performance of any vendor or venue. The vendors and venues will prepare proposals and they will invoice you. It is the client's sole responsibility to hire, contract with and pay all vendors and/or venues in a timely manner.

*You are responsible for paying any and all vendor charges and venue fees.*



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#### 8. MULTI-MEDIA RELEASE

The undersigned hereby gives to Blue Diamond Events, its assigns, agents, licensees, affiliates, clients, principals, and representatives the absolute right and permission to copyright, use, exhibit, display, print, reproduce, televise, broadcast and distribute, for any lawful purpose, in whole or in part, through any means without limitation, any scenes all without inspection or further consent or approval by the undersigned.

#### 8. LEGAL ACTION & DISPUTES

It is agreed that we are not acting as your legal advisor in negotiating and/or executing vendor and/or vendor contracts. Instead, we recommend that you seek qualified legal advice.

In the unlikely event of a dispute and/or legal action, our liability is strictly and completely limited to refund of said deposit moneys paid directly to Blue Diamond Events & its employees. Any court action will take place before a Judge not a jury.

If you fail to pay as per the terms of this Agreement, your past-due account will be charged at a rate of one and one-half percent (1 1/2%) per month, compounded.

If this Agreement is enforced against you, you will pay all expenses incurred by us, including but not limited to: attorneys' fees, filing fees, court costs, interest, consequential damages, etc. This Agreement is governed by the laws of the State of Missouri and Boone County.

Signature of Client \_\_\_\_\_

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

Signature of Client \_\_\_\_\_

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

Provider's Signature \_\_\_\_\_

Lisa Wampler  
Co-Owner/Event Planner  
Blue Diamond Events, LLC

\*\*\*Please Make all checks payable to Lisa Wampler and mail to:

Lisa Wampler  
3508 Bethel St.  
Columbia, MO 65203