



## Event Services Agreement

### General Information

- Swept Away Events only schedules one event per weekend to ensure.
- In the case of A-la Carte or Day of Coordination services, the client may add additional services at any time. A final invoice will be provided at conclusion of service.
- Swept Away Events will reserve the event date upon signature of this agreement by both parties and receipt of the deposit.
- A-la Carte service rates cannot be substituted for Day of Coordination rates.

### Deposit

A deposit of \$200 is required to retain the services of Swept Away Events and secure your event date.

### Payment

Payment is due in full seven (7) days after the completion of the event. Swept Away Events will provide a final invoice to the client within two (2) business days of the completion of the event in cases where charges are accrued hourly.

### Cancellation Policy

- All cancellations must be submitted in writing.
- Fees paid for A-la Carte services are non-refundable in the case of event cancellation.
- Fees for day of event coordination will be refunded in the event of notification of written cancellation provided ninety (90) calendar days prior to the event.

### Agreement

This agreement constitutes an order for (select one):

- A-la Carte services (estimated number of hours: \_\_\_\_\_ )
- Day of event coordination (estimated number of hours: \_\_\_\_\_ )
  - Service start time: \_\_\_\_\_ Service end time: \_\_\_\_\_ Total hours: \_\_\_\_\_
- Event/Wedding Package (estimated number of hours: \_\_\_\_\_ )

Services provided will be for a (select one):

- Corporate event
- Wedding
- Special event: \_\_\_\_\_

Event date: \_\_\_/\_\_\_/\_\_\_

For the above services, client shall pay Swept Away Events a minimum of: \$ \_\_\_\_\_

Client name: \_\_\_\_\_

Client address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Client telephone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Client cell phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

I acknowledge that I have read and agree to all terms and conditions of this agreement.

\_\_\_\_\_  
Client signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Eileen Ritmiller

\_\_\_\_\_  
date