



# Wedding Design Agreement

This Wedding Design Agreement (the **"Agreement"**) is entered into by and between \_\_\_\_\_, (the **"Client"**) and Virtual Divine (the **"Designer"**), collectively "the **Parties.**"

## Client Information

Full Names

Address

Email

Phone Number

## Ceremony and Reception Details

Venue Name

Address

Ceremony Date

## Design Requirements

### Please Select

- Venue Ceremony Design
- Venue Reception Design
- Table Design

## Client Specific Requirements

## Description of Services

The design consultancy process includes:

- Consultation with the parties via face 2 face/ telephone / email / virtual
- Discussion of the theme, colour, style and wedding design
- Research of the selected venue or suggestion of possible venue designs that fit your event
- Provide suggestions and guidance in order to assist with the final room design
- Design, create then provide to the client the 3D venue room design(s) as discussed and agreed
- Selected venue floor plan, dimensions and / or pictures should be provided by the couple with as much detail as possible
- Supplier recommendations and event décor ideas

## Terms and Conditions

As the Clients you agree and understand:

- The Designer does not guarantee an exact design architecture - the designs will be as close to the original as possible
- It is your responsibility to notify Virtual Divine of any changes in a timely manner
- Any major changes may incur additional charges, these Include but not limited to change of venues, rooms, creation of bespoke items are defined. Minor changes are FOC and defined as- Colour changes, resizing of items, placement of items
- Understand that Virtual Divine may use completed designs for promotion (Personal data will not be used)
- The designs / images provided are the property of Virtual Divine

- Any process information discussed regarding these services will be kept confidential and not shared to potential competitors or disclosed to third parties or used for own financial gain

## Payment Terms

The Parties agree to the following Payment and Payment Terms:

For the selected services the Client will pay Virtual Divine a total of £\_\_\_\_\_.

- 1) A non-refundable deposit in the amount of 50%/ £\_\_\_\_\_. Initial payment to start the design, consultation and research
- 2) £\_\_\_\_\_ due as final payment prior to the design and inventory/data being shared with the Client

## Cancellations and Refunds

- Once a balance is paid, it is NON-REFUNDABLE. Deposits will be refunded depending on level of work completed. All cancellations should be put in writing.
- The fee will be transferable to a new date up to 365 days after cancellation. The client will be given the chance to reschedule but cannot be pushed ahead of other reserved clients.
- The Designer may cancel this Agreement at any time. If the unlikely event the Designer cancels, they shall refund all monies previously paid by Client
- Terms and Conditions will still apply even after a refund

Satisfaction guaranteed- We will work with you until you are satisfied with the final product. During the final consultation both parties will agree to the completion of the services, prior to inventory and 3D links being sent

**WHEREFORE**, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient:

**Client(s)**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Designer**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_