

for PanDa dreams

Tel: (Direct) +357 99 202940
(office) +357 96 073402
email: mail@forpandadreams.com
<http://forpandadreams.com>

TERMS OF SERVICES

As your wedding day co-ordinators our role includes:

- – Consultations with you via telephone/email
- – Discussion of your wedding package
- – Attendance appointments at the Villa of your choice
- – Professional in-person consultation time throughout the planning process

As Wedding Day Co-ordinators our duties include:

- – Visit to both ceremony and reception sites prior to wedding
- – Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party
- – Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day
- – Set up of hired equipment for the wedding ceremony and reception
- – On-site coordination and supervision at the ceremony site and during the reception for up to the sit down meal on the day of your wedding
- – An additional event manager, on site, the day of the wedding

DECORATING SERVICES

1. **DECORATING FEES:** The decorating fee is based upon the amount of guests anticipated, the type of services desired and decorating materials. If the total number of guests increases, it is the Couple's responsibility to inform For PanDa

Dreams, and additional fees may apply. If the Couple fails to inform For PanDa Dreams of the increase in guests, For PanDa Dreams is not responsible for quality of service. The Couple is responsible for paying all fees associated with For PanDa Dreams' inventory.

2. **DECORATING ARRANGEMENTS:** It is the Couple's responsibility to communicate with For PanDa Dreams on the number of items needed for decorating such as: tables, chairs, and other specifics in order to facilitate For PanDa Dreams to prepare the venue (hall, hotel, villa, etc) accordingly.
3. **FLOOR PLAN:** If the Couple require a specific floor plan, it is the Couple's responsibility to email a floor plan of set up to For PanDa Dreams no later than 2 weeks prior to the event date.
4. **DAMAGE TO PROPERTY:** The Couple will be responsible for any damage to property including but not limited to centerpieces, chairs, linens, backdrops, charger, plates, etc. For PanDa Dreams will set up the decorations and other relevant equipment and leave. Once decorations and equipment are brought in and set up, all decorations and equipment brought in and set up will be under the Couple's liability. All damage and or missing property will be charged at full replacement cost.
5. **LIMIT OF LIABILITY:** Although care will be taken with the decorations, For PanDa Dreams limits any liability for loss, damage or failure to deliver decorations for any reason of For PanDa Dreams' non-performance caused by any force or similar circumstances, illness, accident or any cause beyond their direct control. In any event, the limit of For PanDa Dreams' liability shall not exceed the contract price, exclusive VAT, of the total services rendered. If For PanDa Dreams is unable to render services due to extreme instances (i.e. accident, death, extreme weather conditions, and unsafe condition at the venue), then For PanDa Dreams is not responsible for the non-completion and For PanDa Dreams and the Couple can come to a reasonable agreement for a partial refund or change of date for services. If For PanDa Dreams deems that the Couple and/or the Couple's guests are negligent and malicious and For PanDa Dreams' property is altered from the original state or permanently damaged, then the Couple will be charged the total replacement cost for each item. For PanDa Dreams is not responsible for items that are stolen by the Couple's guests during the event. If Couple's guests remove items (i.e. centerpieces, decorative accents, etc.) that are the property of For PanDa Dreams or any outside vendor, then the Couple will be charged the total replacement cost of the items.
6. **MATERIALS AND COLORS:** For PanDa Dreams offers different options of linens in different colors and textures. It is the Couples responsibility to consult with For PanDa Dreams and pick items that match the event theme. The Couple may bring in a swatch to match color to For PanDa Dreams selection. However, the Couple understands and agrees that colors may differ based on material and choice of manufacturer. For this reason an appointment should be scheduled to see a sample product.

7. **OWNERSHIP OF DECORATIONS:** It is agreed that all decorations that are included in For PanDa Dreams’ inventory shall remain the property of For PanDa Dreams. All rented decorations must be given back to For PanDa Dreams by noon of the following day. If decorations are not returned within 72 hours, For PanDa Dreams will charge a fee to the Couple. If For PanDa Dreams outsources decorations or equipment from an outside vendor, the Couple must return decorations and equipment by the end of the event. If outsourced decorations and equipment are not returned at the end of the event or are altered from the original state (damaged), then the Couple will be charged a fee that will be determined by the outside vendor.

8. **DISPLAY/ PROMOTION:** It is agreed that For PanDa Dreams may display and use video and photographs from the decorating session and event for website, internet promotion, and any other non-commercial purposes thought proper by For PanDa Dreams. All video or photographs are subject to be posted on all social networking sites for promotional purposes only. The Couple is responsible for advising For PanDa Dreams in writing of any photos or videos he/she wishes not to be publicized. For PanDa Dreams possesses full ownership of all video and photos of the decorating process and final set up photographed by For PanDa Dreams and or its affiliates. Therefore, For PanDa Dreams has permission to place their name and logo on any photographs taken by and on behalf of For PanDa Dreams.

9. **RESERVATION DEPOSIT & PAYMENT SCHEDULE:** Upon signature of our Letter of Agreement which outlines these terms, For PanDa Dreams reserves the time and date agreed upon, and will not make other reservations for that specific time and date. For this reason, the required deposit for the selected wedding package as stated below, is non-refundable, even if the event date is changed or event cancelled for ANY reason. The deposit is applied towards the total balance upon completion and submission of this Contract. The requested deposit reserves the date for For PanDa Dreams’ services and covers substantial costs of materials purchased. The Couple understands and agrees that the balance owing for the For PanDa Dreams wedding package is due up to 2 weeks PRIOR to the wedding.

FEES TO BE PAID - costs are dependent on the Villa selected

ACCOMODATION
Cost for hiring villa for wedding – NON-REFUNDABLE
Deposit to be paid for booking – 30%
Balance due – 70% to be paid up to 60 days prior to arrival
Refundable security deposit to be paid up to 7days prior to arrival

10. **INDEPENDENT CONTRACTOR:** This Contract is not to be construed as an employment agreement in any way. For PanDa Dreams functions as an independent contractor.

11. **CANCELLATION**: In the event that the Couple must cancel the contracted services as agreed upon herein on this Contract, all payments, including the initial non-refundable deposit, paid to date will be forfeited. All cancellations should be put in writing and emailed to For PanDa Dreams at: mail@forpandadreams.com

12. **MAKING CHANGES**: During initial consultations, the Couple will be given an invoice with the total price of the chosen wedding package based on guest count and other factors. It is the Couple's responsibility to check the invoice for accuracy. Decoration packages are priced as is and can only be customized during initial consultation and enlistment of services. Once a package price has been agreed upon, and For PanDa Dreams has purchased items (usually within the week deposit is paid) the Couple may not ask for a reduction in price due to no longer needing items or needing less items. If guest count increases, For PanDa Dreams will add additional linens, centerpieces, napkins, etc. calculated at current pricing to the invoice. Customizable items such as special linens, chair covers, etc. may not be changed. There can be no changes made to the decoration plan at least one month prior to event date.

13. **SAFETY**: In the event that For PanDa Dreams deems the event to be unsafe, For PanDa Dreams reserves the right to halt all services rendered if the event has begun. If the event has not begun, then For PanDa Dreams will provide the same services on a different date. If the Couple or Couple's guests cause the event to become unsafe, then the Couple will pay any fees (travel, rentals, staff, etc.) associated with the cause of the event to become unsafe. For PanDa Dreams will be providing security at the venue if the total amount of guests exceeds 50.

14. **VENDORS**: Outside vendors exclusive of For PanDa Dreams may not be hired.

15. Our agreement will terminate automatically upon completion of the services required by our letter of agreement.

16. **PERSONAL INSURANCE COVER/LIABILITY.**

The Couple is strongly advised to obtain holiday insurance with suitable cover and to advise their guests to obtain same. The use of the accommodation is at each visitor's risk and no liability will be accepted by us and/or the Villa Owner(s) for any loss or damage of belongings, or personal injury or death however incurred. Your insurance company will be pleased to advise you.

17. **CHANGES/CANCELLATIONS**

Any changes made to our letter of agreement must be made in writing and signed by all parties.

If your understanding parallels For PanDa Dreams', we will request you to sign one copy of our "Letter of Agreement" and return it to us along with the required consideration as stated in Annex A, attached thereto.

We wish you all the happiness in the world and look forward to working with you to make your wedding the most enjoyable day of your life which you will remember For PanDa!