



*The Elms*

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## Event Decorator Term Sheet

Name of Event	
Name of Event Host	
Event Decorator Name	
Decorator Contact Information	
Event Date & Time	
Fee for Service	\$750

This agreement is between The Elms and the host of the above-referenced event, hereafter referred to as "The Host" or "the wedding party," and "the event" or "wedding," respectively. This contract covers only consulting services; No tangible items are included with this service (i.e. flower arrangements or decorative items). This term sheet describes the terms and conditions under which The Event Decorator will provide service to The Host for the event. In consideration of the foregoing promises exchanged in this agreement, both The Elms and The Host agree as follows:

### Services Provided

The Event Decorator will assist The Host with the identification and selection of all supplies and decorations as needed in order to implement the vision The Host has for the event. This may include, but is not limited to, making suggestions for the selection of linens, flowers, food, stationery, fashion and/or decorations. The process of developing the vision will take place over the course of a series of meetings with the Decorator.



## The Process

It is highly recommended that the wedding party arrive fully prepared for each meeting with the Event Decorator. The following is the recommended process for developing and implementing the vision for each event.

1. Describe to the Decorator the vision you have for your event.
  - For example, *Autumn Colors, Rustic Elegance, Romantic Pinks, Shabby Chic, Glamour & Elegance, Sparkle and Shine, Simple Elegance.*
2. Provide examples of items or styles you like that you have seen elsewhere
  - Pictures torn from magazines
  - Pinterest pages
  - Examples of decorations or colors
3. Brainstorm with the Decorator
  - Work together to develop how you will incorporate your colors, themes and style into every aspect of your ceremony and reception.
4. Meet with the decorator at a rental center to select linens and other decor items.

## Implementing The Vision

Prior to your event, the decorator will be responsible for ensuring all necessary decorations and supplies have been ordered. (The wedding party is responsible for purchasing all decorations and for making all payments to rental companies.) The decorator will be present at The Elms to receive delivery of items for decoration from the rental company, and will ensure the delivery is correct. On the day before or day of your event, the Event Decorator will be responsible for all set-up and decorating. The Elms also provides a decorating team to assist the Decorator with all set-up the day of or day before the event, as needed. The wedding party may elect to assist with set-up and decorating, but that assistance is not required. The expectation is that all details are finalized during the meetings with the decorator, so the decorator and his/her team are able to implement the wedding party's vision, while the wedding party focuses on preparation for the ceremony.

## Meetings

The Elms recommends the following meeting schedule for the planning of your event. This schedule may vary, as needed.

### Initial Meeting

- As soon as is convenient for both parties after reserving your wedding at The Elms

### Six Months Prior

- If your wedding is reserved 12 months or more in advance



### **Three months prior to your event**

-To confirm vendors, details, decorations purchased, rental items, etc.

### **Two months prior to your event**

-To confirm vendors, details, decorations purchased, rental items, etc.

### **One month prior to your event**

-To confirm vendors, details, decorations purchased, rental items, etc.

### **The week before your event**

- Finalize all details
- Finalize the list of rental items required

## **Payments**

An initial deposit of one-half of the Decorator's fee will be provided to The Elms to reserve the services of The Event Decorator on the date required. The remaining cost for the Decorator's services will be included in the regular invoices sent to you by The Elms. All payments are non-refundable.

If payment is not received from The Host according to the payment schedule provided, or if the cancellation policy below is not adhered to, all design consulting will stop immediately, *the Host's wedding may be cancelled at The Elms*, and The Event Decorator will be released from the obligations outlined in this contract.

## **Cancellation policy**

If the Event Decorator is not able to uphold the obligations provided in this agreement due to illness, tragedy or *force majeure* (an "act of god" such as hurricane, other natural disaster, etc), The Elms will make every effort to provide a replacement with either superior or equal capabilities and experience. If a replacement cannot be found, The Elms will reimburse The Host for any payments made to date.

If The Host wishes to cancel this agreement due to gross negligence or non-performance on behalf of The Decorator, documentation must be provided to The Elms of such. In that event, The Elms will make every effort to provide a replacement with either superior or equal capabilities and experience. If a replacement cannot be found, The Host will be reimbursed any payments made to date. Reimbursements will be made within thirty days of the cancellation date of this contract.

If The Host no longer desires the services of The Decorator and the reason for cancellation is due to no fault of The Decorator, a notice of cancellation of services must be provided to The Elms in writing. No refunds will be provided for payments already made, and no further payments will be required.

## **Obligations of The Host**

The Host will work with The Decorator regarding the services to be rendered, and will provide all necessary information as needed to appropriately perform the services outlined in this agreement. The Host also agrees to participate fully in the planning and decision making process and to cooperate with the Event Decorator by responding promptly to reasonable requests.



### Disclaimer

Neither The Elms nor its Event Decorators are liable in any way for the security of the event, or damages or any losses or injuries that may occur during the event. The Decorator will make referrals, but the final selection of vendors is the responsibility of the event Host. Neither The Elms nor its Decorators will be held liable in any way for any actions or non-performance on the part of any vendors or their parties.

### Payments to third party vendors

Neither The Elms nor its Decorators will provide any payment to vendors for any reason. All payment must come directly from the event Host to the Vendor. The Event Decorator is not authorized to hold any contracts with, nor provide any payment to, Vendors related to your event. All contracts will be held between The Host and the Vendor.

### General Terms

This agreement is the exclusive agreement between the parties with respect to the consulting arrangement between the parties. Any modification to this agreement must be provided in writing and signed by both parties. This agreement shall be governed by and construed and enforced in accordance with the laws of the state of Alabama.

#### Agreement

I agree to the terms set forth in this agreement. I understand all of the obligations listed in this agreement, and agree to abide by the requirements set forth in this agreement.

<b>The Elms</b>	
Name	
Signature & Date	
<b>The Event Host</b>	
Printed Name	
Signature & Date	
Phone Number	
E-Mail Address	

An original copy must be returned to The Elms either by email, regular U.S. Post, or returned in person. Please keep a copy for your records.