

WEDDING SERVICES CONTRACT

ELEGANT MOMENTS WEDDING SERVICES

Professional Wedding Services

Address: 321 Business Boulevard, Anytown, CA 90210

Phone: (555) 234-5678

Email: info@elegantmoments.com

Website: www.elegantmoments.com

License: BL-12345

CONTRACT AGREEMENT

Contract Number: WED2025004

Date of Agreement: January 18, 2025

1. PARTIES TO THE CONTRACT

Service Provider

Company Name: Elegant Moments Wedding Services

Contact Person: Sarah Williams

Address: 321 Business Boulevard

City, State, ZIP: Anytown, CA 90210

Phone: (555) 234-5678

Email: info@elegantmoments.com

Business License: BL-12345

Tax ID: 98-7654321

Client Information

Primary Client: Sophia Grace Williams

Secondary Client: Marcus Anthony Johnson

Mailing Address: 789 Maple Avenue

City, State, ZIP: Pasadena, CA 91101

Primary Phone: (555) 0401

Secondary Phone: (555) 0402

Primary Email: sophia.williams@email.com

Secondary Email: marcus.johnson@email.com

Emergency Contact: Grace Williams - (555) 555-0401

2. EVENT DETAILS AND TIMELINE

Wedding Event Information

Wedding Date: 2025-09-06

Ceremony Start Time: 4:30 PM

Reception Start Time: 6:00 PM

Event End Time: 11:30 PM

Total Event Duration: 7 hours

Venue Information

Ceremony Venue: Descanso Gardens

Ceremony Address: 1418 Descanso Dr, La Cañada Flintridge, CA 91011

Reception Venue: Descanso Gardens

Reception Address: 1418 Descanso Dr, La Cañada Flintridge, CA 91011

Backup Venue (if applicable): Covered pavilion available

Guest Information

Expected Guest Count: 125

Wedding Party Size: 12

Special Accommodations: Elderly grandparents need close parking, Vegetarian meal for vendors

3. SERVICES AND DELIVERABLES

Primary Services Included

Photography Services - Standard Package (8 hours):

- Professional photographer with assistant
- Coverage: Garden ceremony, reception venue, couple portraits in rose garden
- Documentary style preferred with candid moments focus
- Second photographer for getting ready shots
- Online gallery with high-resolution images
- Wedding album (40 pages)

Videography Services - Basic Package (6 hours):

- Single camera ceremony and reception
- Documentary style editing approach
- Highlight reel with couple's favorite songs
- Focus on emotional moments and speeches
- Raw footage delivery included

Service Timeline and Schedule

Setup Time: 2:30 PM

Service Start Time: 4:30 PM

Service End Time: 11:30 PM

Breakdown Time: 12:00 AM

Deliverables and Timeline

- Online photo gallery: 2-3 weeks post-wedding

- Wedding album delivery: 8-10 weeks post-wedding
- Highlight reel: 4-6 weeks post-wedding
- Raw footage: 2-3 weeks post-wedding

Equipment and Materials Provided

- Professional camera equipment and lighting
- Video production equipment
- Backup equipment for all services
- Photo props and accessories

Client Responsibilities

- Provide vegetarian vendor meals
- Ensure timeline adherence
- Coordinate with venue for garden access
- Designate point person for day-of coordination
- Note: Client has their own DJ (cousin who is a professional)

4. PRICING AND PAYMENT TERMS

Service Pricing

Photography Services: \$6,300.00

Videography Services: \$4,765.00

Subtotal: \$11,065.00

Sales Tax (8.75%): \$968.19

Processing Fee (2.5%): \$276.63

Total Contract Amount: \$12,033.19

Payment Schedule

Deposit (33.33%): \$4,011.06 - Due: February 18, 2025

Second Payment: \$4,011.07 - Due: June 6, 2025

Final Payment: \$4,011.06 - Due: August 23, 2025

Payment Terms

- Accepted Payment Methods: Cash, Check, Credit Card, Bank Transfer
- Late Fee: 5% of overdue amount after 15-day grace period
- All payments must be received by due dates to maintain service commitment

5. TERMS AND CONDITIONS

Cancellation Policy

- 90+ days before wedding: 75% refund
- 30-89 days before wedding: 50% refund
- Less than 30 days: 25% refund

Weather Policy

Garden ceremonies subject to weather conditions. Covered pavilion backup venue available at no additional cost.

Liability and Insurance

- General Liability: \$1,000,000
- Professional Liability: \$500,000
- Equipment Insurance: \$100,000

Intellectual Property

Service provider retains copyright to all images and videos. Client receives personal, non-commercial usage rights with photographer credit required for social media sharing.

6. SIGNATURES

Service Provider:

____ **Date:** ____

Sarah Williams, Owner/Lead Photographer
Elegant Moments Wedding Services

Client:

____ **Date:** ____

Sophia Grace Williams

____ **Date:** ____

Marcus Anthony Johnson

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Last Updated: January 18, 2025

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