



Invoice

Subject: Event Design/Management for Joy & Henry

Total no of Guest: 500

Venue: Classique

Date of event: January 7th 2016

Time : Reception - Not yet advised

Areas		Per Unit cost	Total no/quantity	Projected Amount	Comments
Church ceremony	Church programme	400	250	100,000.00	Price is an estimate as it depends on stationery and design chosen
	Venue	90,000	1	90,000.00	To confirm if we will need to pay the choir . Cost is also inclusive of food and drinks for the choir (30)
	Priest/Pastors				Cash gift or food is suggested here. Please confirm. Maximum number usually is 6.
	Total cost for church ceremony			190,000.00	
	DJ	250,000	1	250,000.00	A good DJ to handle music for the event
	Design cost	0	1	-	desgin invoice sent across to client
	Bouncers	15,000	6	90,000.00	Bouncers will be strategically located
	Emcee	350,000	1	350,000.00	estimated cost for an Emcee

Oaken Events – wedding budget

Wedding reception	Cake	250,000	1	250,000.00	Cost of cake depends on number of tiers. A meeting will need to be scheduled with baker
	Caterer 1	2,200	300	660,000.00	cost for food for the event. Nigerian and continental
	service charge		10%	66,000.00	10% service charge
	Caterer 2	2,200	300	660,000.00	cost for food for the event. Nigerian and continental
			10%	66,000.00	10% service charge
	Desserts	380,000	1	380,000.00	dessert for 400 guest
	Small chops	360,000	1	360,000.00	small chops for 600 guest. 300 to be served at the beginning of the event and 300 afterwards
	Cocktail	200,000	1	200,000.00	cocktail for 400 guest.
	Drivers and crew meals	100,000	1	100,000.00	to provide a total of 100 packs. Packs to include packed food, drink and water
	Drinks - Non alcohol	1,000	500	500,000.00	cost for drinks for the wedding, inclusive of waiter etc
	Drinks- alcohol	0	1	-	client to provide this
	Total cost for wedding reception			3,932,000.00	
	Invitation Cards	1000	250	250,000.00	Cost of card is dependent on card selected
	Access cards	300	500	150,000.00	strongly recommend client prints cards in the US and use access cards to ensure a successful event
	Photographer	350,000	1	350,000.00	to provide client with a good photographer within this budget

Oaken Events – wedding budget

Others	Videographer	300,000	1	300,000.00	to get a vendor to handle it at this cost
	Event management	0	1	-	Invoice already sent in
	Security tags for vendors			95,000.00	security tags will be produced for vendors to prevent touts and suspicious characters from entering the reception venue
	Chairs	350	500	175,000.00	chairs for the wedding reception. Discounted based on us handling design
	Handling and transportation charge			80,000.00	service charge and transportation
	Ambience lights/mood lights	250000	1	250,000.00	cost for mood lights for the hall
	Ushers, greeters, coordinators	390,000	1	390,000.00	16 ushers, 6 P.A's, 4 greeters and 2 coordinators
	VAT		5%	314,850.00	
	Total cost for Other items			2,354,850.00	
TOTAL				6,476,850.00	

Terms: 75% Deposit will be required to commence and the balance of 25% -4 WEEKS before the event. All cheques should be made payable to Oaken Events Limited or payment can be made directly into any branch of Diamond Bank Plc. Account name: Oaken Events Limited. Account Number: 0021594123. Branch Location: Lekki Phase 1 Branch . Oaken events also has accounts with GT Bank, Access bank and First bank

TERMS & CONDITIONS :Reservations: Upon clients signature or written email consent or payment of fees, Oaken Events will reserve required date of event. A commitment is required to enable us confirm your event within one week of this invoice. Clients are advised to ensure full payment before the event to avoid any delays. Terms and conditions also apply. Additional numbers will result in additional fees. Oaken Events will NOT USE any other Ushers/ Usherettes from any other company/event company at any event being managed by us. This is a standard policy that guides against sub standard execution of any event. Deposits are non refundable. Client will may bear additional costs for change in date and venue, out of station events, destination events, additional set up and tear down. Client is required to make all payments on venue charges and generator rentals.

TERMS & CONDITIONS: In the event of a cancellation, the following conditions will apply: All cancellations must be made by telephone, in the first instance and immediately confirmed in writing or by email at the earliest date. The Event will only be cancelled when The Client is in receipt of a written cancellation acceptance from The Company. If, at any stage after Confirmation and commitment, the client decides that they no longer require the agreed services or the Deliverables (or any part thereof), any deposit paid shall be retained by Oaken Events and the client shall also be liable for all costs, losses or damages incurred by Oaken Events prior to such cancellation. • If The Client shall cancel or be deemed to cancel 61 days and above prior to the event date specified in the quotation, then The Client shall be liable to pay 30 percent of the full quoted management price dependent upon costs already incurred by The Company. • If The Client shall cancel or be deemed to cancel 41-60 days prior to the event date specified in the quotation, then The Client shall be liable to pay 50 percent of the full quoted management price dependent upon cost incurred by the company. • If The Client shall cancel or be deemed to cancel 22- 40 days prior to the event date specified in the quotation, then The Client shall be liable to pay 80 percent of the full quoted management price, dependent upon costs already incurred by The Company. • Any cancellations 21 days prior to the date of the event, The Client will be liable to pay 100 percent of the full quoted management price, dependent upon costs already incurred by The Company. Should cancellation be received by Oaken Events less than 3 weeks prior to the date of the event, the client shall in addition pay a sum equal to 100% of the contract value, less the deposit already paid. The said sum shall be payable as compensation as an estimate of the loss that Oaken Events would suffer. • In the event the Event Managers cancel the event within 60 days prior to the event, the company will make full client refund of monies paid minus (-) non-refundable deposits or charges. • Deposits are non refundable. Payment indicates a commitment. • Refunds will be provided within 21-30 days of cancelation. Without prejudice to Oaken Events other rights or remedies, Oaken Events may terminate the provision of services to the client immediately without liability to the client if (a) client commits a material breach of the terms (b) Oaken Events decides that (in its reasonable view) the client has committed an act which makes it unacceptable for Oaken Events to provide, or to continue to provide, the agreed services and/or the Deliverables to the client or which could affect the reputation of Oaken Events .

Upon termination of the services (for whatever reason), client is required to return to Oaken Events any Deliverables, documents, information, samples, and any other materials which relate to the agreed Deliverables or services and which have not been paid for in full or which otherwise remain the property of Oaken Events.

Thank you for giving Oaken Events the opportunity to work with you

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