



**ICONTACT
EVENTS**

 icontactsevents.org

TERMS & CONDITIONS

Dear valuable client,

Please read these Terms and Conditions (“Agreement”, “Terms and Conditions”) carefully before signing.

This Agreement sets forth the legally binding terms and conditions for your use of our services, you agree to be bound by these Terms and Conditions.

The contract shall be activated upon receipt of a signed copy of this contract from the client.

Kindly note that we do not have any in-house vendor or supplier. We will provide our services to you with reasonable care and will use reputable contract suppliers, vendors or rentals (where necessary) unquestionably. Subject to your brief, we will be entitled to perform our duties under the contract as we see fit.

To enable us to properly carry out our provision of our services, you must (at your own expense) supply us with all necessary documents or other materials and information as we may reasonably require from time to time and within sufficient time to enable us to provide the best service in accordance with the contract.

Service Fee

- A non-refundable flat charge of N30,000 as **‘Retainers Fee’** will be paid upon agreement to these terms of agreement.
- As consideration for the provision of the services by IContact Events , the fees for the provision of our Wedding Planning services is 15% of the listed total sum in the invoice(s). For others, a flat rate is applicable. Kindly contact us for inquiries.
- However, in the case the event is already planned and our services is engaged as “Coordinator”, Coordinating fees is determined by total number of persons involved, accommodation (when necessary), location and negotiation.
- The Client shall pay for our ‘out-of-pocket’ expenses comprising [travel expenses and accommodation, if the event is outside Lagos, Nigeria.

Payment

- The Client agrees to pay the 60% of the total deliverables/budget stated in the invoice to IContact Events upon agreement of the deliverables, and when required and requested by IContact Events The balance shall be paid 1 month to the event date to enable hired/contracted vendors to execute their services.
- Kindly note that IContact Events will not be responsible for any disappointment arising from non-payment of service fees to vendors because many of them have in-house contracts and payment clauses.
- IContact Events shall invoice the Client for the services that it has provided to the Client before the execution of services.
- The Client shall pay such invoices as soon as required by IContact Events so vendors can be contracted in earnest.
- Any charges payable under this Agreement are discounted, except for applicable taxes and such shall be payable by the Client to IContact Events in addition to all other charges payable hereunder.

Add-Ons Fee

- In the event that the client adds additional service or deliverables not outlined in the invoice or bouquet, a service charge will be added to the item at a rate of 15% from the total cost.

Limitations of Liability

- Please be aware that as our suppliers are based in the country where the service will be supplied, exchange rates are subject to change. Also note that booked services may be reviewed based on fluctuating economic costs and other unforeseen variables.

Termination of Contract

- This Agreement shall be effective on the date of agreement and shall continue until the date of the event unless terminated sooner. This shall only be done and acknowledged by writing, sent via email.
- If the Client terminates this agreement for any reason more than 10 days before the scheduled event, the Client will forfeit the deposit paid to IContact Events and the Client shall reimburse the IContact Events for all outstanding out-of-pocket expenses.

Relationship of the Parties

- The Parties acknowledge and agree that the services performed by IContact Events, its employees, sub-contractors, or agents shall be as an independent contractor and that nothing in this agreement shall be deemed to constitute a partnership, joint venture, or otherwise between the parties.
- In the event that a vendor booked through IContact Events; a vendor outlined in the bouquet is unavailable or cannot fulfill obligation of a sub-contractor, IContact Events will be responsible to obtain alternate methods to provide another vendor at the same prevailing package rate that is outlined in the client's agreed package amount or at a slight change.
- If the client chooses another vendor/contractor without notice, IContact Events holds no liability and refunding all monies for retainers will depend on the cancelled vendor's return policy.
- Please advise all family & friends of your professional vendors to ensure no disruptions.
- Every 3rd party vendor independently contracted by the client must go through IContact Events. This is to avoid disruptions in planning and coordination.

Use of Media

- By agreeing to these terms & conditions, you allow IContact Events (and subsequent partners and third parties) to use digital images/videos of your celebration for marketing purposes in the future.

Confidentiality

- Neither party will disclose any information of the other which comes into its possession under or in relation to this agreement and which is of a confidential nature.

Indemnification Clause

- Neither Party shall be liable for failure to perform any obligation under this agreement if the failure is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, or industrial actions/shutdown
- In the unplanned event or occurrence of severe medical, natural, or other emergencies, it may be necessary to retain an alternative planner; IContact Events will make every effort to secure a replacement planner able and/or willing to perform the wedding services as chosen in this contract at the same/similar charges or a little change.
- Cancellation of an event depends on the event contractor/vendor's company's refund policy. IContact Event is not liable for refunds but will help to negotiate and effect the refunds where permissible.

Signed by client _____

Date _____