

## Royal Ocean Events Inc. Wedding Coordinator Agreement

Royal Ocean Events Inc. will perform wedding coordination services for the Bride and Groom named in this agreement. The services provided would be in accordance with our published list of services that you have chosen. Royal Ocean Events Inc. wants your special day to go without a hitch and we will work diligently to ensure a flawless occasion. If however, certain events beyond our control should prevent us from meeting our high standards, Royal Ocean Events Inc. is to be held blameless. We will nevertheless, do everything in our power to rectify the situation that is outside our normal control.

If, due to weather, the ship does not call in at your wedding port, your wedding will not be able to take place due to marriage license restrictions. Your money will be refunded (less the \$400.00 non-refundable administration fee) to you upon your return.

### Terms and Conditions

#### Payment:

- ❖ 100% of the package price with applicable tax is due at time of booking, along with this coordinator agreement.
- ❖ Once Royal Ocean Events Inc. has received **BOTH** of these, your wedding booking will be confirmed and confirmation will be sent to the couple
- ❖ We accept Visa, MasterCard or International money order in US funds
- ❖ Prices are subject to change without notice
- ❖ Several of the services we contract on your behalf, such as transportation, musicians, videographers and photographers are contracted on a time basis. If these times are exceeded, Royal Ocean Events Inc. reserves the right to charge you any excess billing. We will add the excess to the credit card on file and send you acknowledgment
- ❖ **A 15% service charge will be added to the final wedding cost, by booking a wedding you agree to this fee**

#### Cancellation policy:

- ❖ Notice of cancellation must be made in writing to Royal Ocean Events Inc. Cancellation made prior to 60 days of the wedding date will receive a full refund of any monies paid, **less \$400.00 USD non-refundable administration fee**
- ❖ Cancellations made less than 60 days prior to wedding day will forfeit the full payment

**Please type or (neatly print), sign and fax this agreement at your earliest convenience - Fax: 604-940-6216**

**Groom:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bride:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Home phone number:** \_\_\_\_\_ **Cell number:** \_\_\_\_\_

**Work number:** \_\_\_\_\_ **Fax number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Birth Date of Groom:** \_\_\_\_\_ **Birth Date of Bride:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_ **Cruise Ship:** \_\_\_\_\_ **Cruise booking number:** \_\_\_\_\_

**Sailing guests:** \_\_\_\_\_ **Non-Sailing:** \_\_\_\_\_ **Cabin number:** \_\_\_\_\_

**Package:** \_\_\_\_\_ **Port of Wedding:** \_\_\_\_\_

**Credit card number:** \_\_\_\_\_ **Expiry date:** \_\_\_\_\_

**Name on card:** \_\_\_\_\_ **Card Verification #:** \_\_\_\_\_

**Address as it appears on your statement:** \_\_\_\_\_

Royal Ocean Events Inc.  
4337 River Road West, Delta, B.C. V4K 1R9, Canada  
Telephone: 604-940-1181 / Toll free: 1-888-475-5511 / Fax: 604-940-6216/ Email:  
[info@royalwed.com](mailto:info@royalwed.com)  
01/01/10

Royal Ocean Events Inc.  
4337 River Road West, Delta, B.C. V4K 1R9, Canada  
Telephone: 604-940-1181 / Toll free: 1-888-475-5511 / Fax: 604-940-6216/ Email:  
[info@royalwed.com](mailto:info@royalwed.com)  
01/01/10