

WEDDING DAY SURPRISES

This document gives pre-authorization for a designated point of contact to make decisions on your behalf for services outside the scope of your contract requiring additional payment.



COST SUMMARY

In the event that added services are needed or requested on the wedding day, the CLIENT acknowledges receipt of the Cost Summary, which includes, but is not limited to:

Setting Up Or Breaking Down Chairs	\$3 per chair
Setting Up Or Breaking Down Tables	\$6 per table
Bussing	\$3 per person
Trash Removal	\$350 +
Cleaning Venue- Sweeping, Mopping, Trash From Ready Rooms, Etc.	\$350 +
Floral Or Centerpiece Styling Or Installation	Based on scope of need
Emceeing	\$300
Errand To Make A Purchase Or Retrieve A Forgotten Item During Wedding	\$50, plus the cost of an item
Transporting Items Left By Client Or Guest At End Of Night	\$125 + travel
Completion Of DIY Projects	Based on scope of need
Cake Cutting (If Assigned Staff Happens To Have Food Handlers License, As Not All Do)	\$3 per person
Returning Rented Items After Event	\$125 + travel
Venue Furniture Replaced In Original Location	\$250

Ceremony Site Clean-Up (Petals, Etc.)	\$300
Sparkler/Other Exit Material Clean-Up	\$200
Getting-Ready-Room Clean-Up	\$300
1 Hour Of Service	\$200 (pro-rated in 15-minute increments)
Other Excluded Service	\$

CONDITIONS:

- A Client-appointed Wedding Day Decision Maker (WDDM) will be informed that a task(s) need(s) to be performed on the day of the wedding. They can accept or reject these services.
- If the WDDM accepts the task(s), BURST Event Co will perform the tasks, and the CLIENT will be charged per the cost summary matrix above. If the WDDM rejects the task(s), they thereby agree to complete the task on their own.
- If BURST Event Co completes any portion of the task under the direction of the WDDM, the CLIENT will be charged for the full task.
- The WDDM must be present on the wedding day to sign this document or give their written permission via email (text and/or phone call acceptance not permitted).
- CLIENT must provide payment information before the event via the credit card authorization form below. Payment will be processed with the final authorization of the WDDM on the wedding day. If the credit card is declined on-site, WDDM will need to provide a check or credit card that can be remotely deposited before departure

CREDIT CARD INFO:

Cardholder: _____

First Name

Last Name

Address: _____

Street

State

Zip

Credit Card Number: _____

Security Code: _____ Expiry Date: _____

CLIENT HEREBY ACKNOWLEDGES RECEIPT AND ASSIGNS WDDM:

Partner One (Printed Name): _____ Signature: _____

Partner Two (Printed Name): _____ Signature: _____

Wedding Day Decision Maker: _____ Phone Number: _____

ON THE WEDDING DAY:

Tasks completed:

Tasks rejected:

The total amount due to BURST Event Co for completion of the wedding day surprise task(s) is \$_____. Payment was received in the form of _____.

CREDIT CARD CHARGE AUTHORIZATION:

Wedding Day Decision Maker: _____ Signature: _____