

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: ADAM BLACKBURN
First Name Last Name
Address: 375 Acorn Park Dr, Apt #1216 MA 02478
Street State Zip
Credit Card Number: 4100_3907_4205_2652
Security Code: 062 Expiry Date: 04/28

CLIENT HEREBY ACKNOWLEDGES RECEIPT AND ASSIGNS WDDM:

Partner One (Printed Name): Jonathan Lee Signature: _____
Partner Two (Printed Name): Adam A. Blackburn Signature: _____
Wedding Day Decision Maker: Abigail Anderson 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: _____