

**Royal Ocean Events Inc.
Wedding Coordinator Agreement**

Wedding Coordinator Agreement

Royal Ocean Events Inc. will perform wedding coordination services for the *Bride and Groom* named in this agreement. It is your responsibility to read the terms and conditions. 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 Event 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 may not be able to be rescheduled elsewhere due to marriage license restrictions. Your money will be refunded – **less the \$400.00 non-refundable administration fee**, 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 has received **BOTH** of these, your wedding booking will be confirmed and confirmation will be sent to the couple
- We accept Visa and MasterCard, American Express and 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 acknowledgement
- A reception must be booked if you have more than eight (8) non-sailing guests attending the wedding. The reception, any extras and fees will have to be paid no later than thirty (30) days prior to sailing
- If you have more than 25 guests, additional coordinators are required for each increment of 25 guests at a fee of \$150.00 per additional coordinator

Cancellation Policy

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

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

<i>GUEST 1 NAME:</i>		<i>SIGNATURE:</i>		<i>DATE:</i>	
<i>GUEST 2 NAME:</i>		<i>SIGNATURE:</i>		<i>DATE:</i>	
<i>MAILING ADDRESS:</i>					
<i>HOME PHONE:</i>		<i>CELL PHONE:</i>		<i>WORK PHONE:</i>	
<i>FAX:</i>		<i>EMAIL:</i>			
<i>BIRTH DATE OF GUEST 1:</i>		<i>BIRTH DATE OF GUEST 2:</i>		<i>SAILING DATE:</i>	
<i>WEDDING DATE:</i>		<i>CRUISE SHIP:</i>		<i>CRUISE BOOKING NUMBER:</i>	
<i>SAILING GUESTS:</i>		<i>NON-SAILING GUESTS</i>		<i>CABIN NUMBER:</i>	
<i>WEDDING PACKAGE:</i>		<i>PORT OF WEDDING:</i>			

PAYMENT INFORMATION:

<i>TYPE OF CREDIT CARD:</i>		<i>CREDIT CARD NUMBER & CVV(# ON BACK OF CARD):</i>	
<i>NAME ON CARD:</i>		<i>EXPIRY DATE:</i>	
<i>CREDIT CARD BILLING ADDRESS</i>			