

THE WHALEHEAD CLUB
DAY-OF PLANNER AGREEMENT



This Agreement is made effective as of _____, by and between the Whalehead Club and _____ . The bride and groom wish to hire the Whalehead Club Wedding Site Coordinator as their Day-Of Wedding Planner, and the Wedding Site Coordinator does hereby agree to provide Day-Of Wedding planning services subject to the following terms and conditions:

1. The bride and groom's wedding date is _____ and the (wedding ceremony and) wedding reception will take place under tent on the _____ lawn of the Whalehead Club at Currituck Heritage Park.
2. The bride and groom is responsible for confirming details and commitments with vendors and all other related duties. The Wedding Site Coordinator will carry out his/her duties based upon the bride and groom's planning and preparations. It is very important to understand that in this circumstance, the Wedding Site Coordinator has had no previous interaction with vendors and the Wedding Site Coordinator is only as good as the information the bride and groom provides.
3. Thirty (30) days prior to the wedding day, the bride and groom will provide a list of vendors to the Wedding Site Coordinator. The Wedding Site Coordinator will be available to meet with the bride and groom in the month prior to the wedding day to confirm details and finalize plans; provided, however that the Wedding Site Coordinator shall not be required to meet with the bride and groom more than three (3) times.
4. Two (2) weeks prior to the wedding day, the Wedding Site Coordinator will provide a timeline of the wedding day to the bride and groom, wedding party, and vendors.
5. The day before the wedding, the Wedding Site Coordinator will be available during tent set-up and will be available to answer vendor questions.
6. The Wedding Site Coordinator will direct the rehearsal; provided, however that when the wedding ceremony is taking place somewhere other than the Whalehead Club, the Wedding Site Coordinator will not be required to attend the rehearsal.
7. The Wedding Site Coordinator will assist with transportation arrangements to and from the wedding, including, but not limited to, limousines and guest shuttles.
8. The Wedding Site Coordinator will coordinate and direct the wedding day events. The Wedding Site Coordinator will arrive at the Whalehead Club one hour prior to guest arrival and will leave after all guests have left the Whalehead Club.
9. The Wedding Site Coordinator services do not include decoration, flower set-up, favor placement, program hand-out, or any related services. In addition, the Wedding Site Coordinator is not responsible for clean up after the wedding has concluded or being on site when the tent comes down. Please refer to the Planner/Caterer/Entertainment Contract and the Wedding Application/Contract for further information about these responsibilities.

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(Continued)

10. When the Wedding Site Coordinator is hired for Day-Of Planning services, another Whalehead Club staff member will also attend the wedding to greet guests, provide parking directions, and transport guests to and from the restrooms and parking area via golf cart during the wedding reception.
11. The fee for services is based on the number of guests attending the wedding as follows: (a) less than 100 wedding guests, the fee is \$1,000; (b) 100-150 wedding guests, the fee is \$1,500; (c) over 150 guests, the fee is \$2,000.
12. This contract must be returned to the Wedding Site Coordinator no later than ninety (90) days prior to the wedding day. Fifty percent (50%) of the fee is due upon delivery of this contract; the balance of the fee is due two (2) weeks prior to the wedding day.
13. In the event the bride and groom cancels the wedding for any reason, the cancellation policies set forth in the Wedding Application between the bride and groom and the Whalehead Club shall control with respect to any refund of fees paid.
14. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. The failure of any party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
15. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties. This Agreement shall be governed by the laws of the State of North Carolina.

We understand and accept the preceding terms and conditions. This agreement is a binding contract between the parties and may be signed in counterparts, all of which together constitute one contract.

BRIDE SIGNATURE: _____ DATE: _____

GROOM SIGNATURE: _____ DATE: _____

WEDDING SITE COORDINATOR: _____ DATE: _____