



Terms and conditions are as follows:

(A) Fees & Payment Schedule

For TEA's services, you agree to pay TEA **10% of the total party cost**, with a **minimum fee of \$4,000**. Additionally, the Event Host is responsible for all décor items purchased by TEA on their behalf. The total cost of décor items is an estimate and may fluctuate based on selections made. Payment will be made as follows:

- A **non-refundable retainer of \$2,500** is due upon signing this contract.
- A **50% installment payment** of the remaining balance is due once the final budget has been approved.
- The **final balance** is due **one week before the event** to guarantee all final details are in place.
- Late payments are subject to a late fee of 1.5% per month on any overdue balance.

Additional Terms:

- Any **ordinary and necessary expenses** incurred by TEA or TEA's staff in the performance of this agreement will be the Event Host's responsibility.
- If the Event Host requests to supplement **Exhibit B** with additional services offered by TEA, and TEA agrees to fulfill that request, TEA will bill the additional services to the Event Host.

(B) Description of Services

As a consultant our role includes:

- Unlimited consultations via telephone or email are included within TEA's regular business hours (9:00 AM – 8:00 PM). All consultations must be scheduled with reasonable advance notice and are subject to TEA's availability. TEA will use best efforts to accommodate the Event Host's requested meeting times.
- Assistance in budget determination and breakdown as needed
- Creation of event theme, color, including but not limited to style and complete event design
- Research of event professionals in each category that fit the Event Host's style, budget and to provide suggestions and guidance in making the final selections
- Attendance at vendor appointments of the Event Host's choice

As Event Coordinator, our duties include:

- Visit event site prior to the event
- Development of a detailed event timeline and floor plan for contracted vendors
- Execution of agreed-upon theme according to agreed-upon budget
- Additional details about the event are set forth in Exhibit B, attached as Exhibit B. Follow up telephone calls to all contracted vendors 1 – 2 weeks before event day
- Perform Exhibit B in a safe, good, and workmanlike manner by fully trained, skilled, competent, and experienced personnel using at all times adequate equipment in good working order.
- Communicate with the Event Host about progress TEA has made in performing Exhibit B

- Use best efforts to supervise and coordinate the Event and to keep the Event Host apprised of the status of Exhibit B
- As the Event Host, you will rely on TEA to work as many hours as may be reasonably necessary to fulfill the obligations under this agreement.

(C) Legal Compliance

- TEA shall perform Exhibit B in accordance with standards prevailing in the event planning industry, and in accordance with applicable laws, rules, or regulations.
- TEA shall obtain all permits or permissions required to comply with those standards, laws, rules, or regulations.
- If TEA obtains permits, the Event Host should explicitly agree to cover costs associated with these permits.
- If TEA provides outdoor event locations subject to special permit by the federal government or state agencies as requested by the Event Host, the Event Host and their invited guests shall abide by the permit requirements while on that property

(D) Conditions

- I understand that as an event planner, TEA's role will be that of advisor and coordinator. The Event Host will make the actual selections of service providers and we will implement those selections.
- TEA does not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product. If litigation occurs, it occurs in the jurisdiction where TEA's office is located and the winning party will be reimbursed for attorney and legal fees and court costs.
- TEA shall not be liable for indirect, consequential, or incidental damages arising from any aspect of this agreement.
- It is the Event Host's responsibility to provide TEA with contact names, telephone numbers and any scheduled timetables for all service providers involved in the event no later than 14 days prior to the event or upon the signing of this letter.
- It is also the Event Host's responsibility to notify TEA of any changes in a timely manner. TEA shall not be held liable for any changes made by the Event Host or Event Host's selected service providers.
- TEA will use professional judgment when taking action in regard to changes, weather, tardiness, nonperformance, etc. based on the situation, time limitations and/Event Host wishes.
- In the event a venue coordinator is on-site TEA will work with the Event Host and the coordinator as needed.
- The Event Host will satisfy all of the TEA's reasonable requests for assistance in its performance of Exhibit B.

(E) Changes/Cancellations

Retainer is non-refundable if an event is cancelled. The client is also responsible for any items purchased on their behalf for the event. TEA will make every effort to reschedule your event for a different date but availability is not guaranteed.

(F) Term/Termination

- This agreement will terminate automatically upon completion of Exhibit B and full payment for services rendered to TEA.
- If a party materially breaches this agreement and does not cure the breach within fourteen (14) days after receipt of written notice of the breach, the non-breaching party may terminate the agreement.
- By TEA, on provision of 7 days' written notice to the Event Host, if the Event Host does not pay the Deposit.
- Automatically, on the death of Michelle McKenna Shuey.
- The Event Host may terminate this Agreement by providing written notice to TEA. In such case, the non-refundable retainer fee (\$2,500) shall be retained by TEA as liquidated damages. Additionally, the Event Host will be responsible for reimbursing TEA for all expenses and costs incurred on the Event Host's behalf up to the date of termination. If termination occurs within 30 days of the scheduled event date, the Event Host agrees to pay 50% of the remaining balance of TEA's fee, as reasonable compensation for TEA's reserved date and services already performed.

(G) Material Event Changes

The Event Host acknowledges that any change to the time, date, or location of the Event (as set forth per this agreement or any increase in the number of anticipated guests (as set forth on Exhibit A) by more than 25% (each a “Material Event Change”) made after the Effective Date may (a) cause TEA to become unable or unavailable to provide Exhibit B, (b) impact the quality of Exhibit B, or (c) result in a need for the provision of services in addition to Exhibit B. TEA shall make reasonable efforts to accommodate a Material Event Change. If TEA cannot accommodate a Material Event Change, TEA may, at [his][her][its] sole option, terminate this agreement on provision of written notice to the Event Host. If TEA can accommodate a Material Event Change, but only by providing services in addition to Exhibit B, these additional services and any associated costs will be determined and agreed to by the parties at the time of that Material Event Change.

(H) Promotional Rights

Event Host grants TEA a limited, non-exclusive, royalty-free license to use images of décor and event setup for promotional purposes.

(I) Disclaimer

- TEA expressly disclaims any warranty of merchantability or fitness for a particular purpose of any product, good, service, vendor, or service provider recommended or used by the TEA in connection with the Event.
- TEA does not guarantee and expressly disclaims responsibility for the performance or suitability of any third-party vendors or service providers independently selected or approved by the Event Host.

(J) Force Majeure

- TEA shall not be liable for failure or delay in performing its obligations due to acts beyond its reasonable control, including but not limited to natural disasters, government restrictions, war, terrorism, pandemics, civil disturbances, or other similar occurrences.
- If the Event Host requests to reschedule the event date, TEA will make reasonable efforts to accommodate the new date. However, rescheduling is strictly subject to TEA’s availability. The Event Host acknowledges that additional fees or expenses may apply due to date changes, increased vendor rates, or other logistical adjustments necessary to accommodate the rescheduled event. TEA will notify the Event Host in writing of any additional costs before finalizing the rescheduling arrangement.

(K) Nature of Relationship

- TEA shall provide Exhibit B solely as an independent contractor. Nothing in this agreement may be construed as creating a joint venture, partnership, franchise, agency, employer-employee, or similar relationship among the parties, or as authorizing any party to act as the agent of the other. TEA is and will remain an independent contractor in its relationship to the Event Host. The Event Host is not responsible for withholding taxes related to TEA’s compensation under this agreement. TEA is solely responsible for the payment of all income, social security, employment-related, or other taxes incurred as a result of the performance of Exhibit B by TEA under this agreement and for all obligations, reports, and timely notifications relating to such taxes. TEA will have no claim against the Event Host for vacation pay, sick leave, retirement benefits, social security, worker’s compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. Nothing in this agreement creates any obligation between any party and a third party.
- The Event Host agrees to indemnify, defend, and hold harmless TEA, its agents, employees, and affiliates against all claims, liabilities, costs, and expenses arising from or related to the Event Host’s negligence or willful misconduct.

(L) Exclusions

TEA is not responsible for damages or other costs occurring because of inclement weather- including but not limited to rain, wind, hail and excessive heat. Any weather that prohibits any part of the Event from occurring does not constitute a

breach of TEA's obligations under this agreement. TEA shall use its best efforts to limit the impact of inclement weather on the quality of its Services, but may make last minute changes to ensure the overall performance of TEA's team and other vendors that have been retained. The event host is responsible for all payments and party costs regardless of weather interference.

(M) Amendments

No amendment to this agreement will be effective unless it is in writing and signed by a party or its authorized representative.

(N) Effective Date

This Agreement shall become effective upon electronic signature by all parties. The date of this Agreement will be the date on which the final party electronically signs, as recorded by the online signature system.

[SIGNATURE PAGE FOLLOWS]

Each party agrees that this contract is signed electronically, and the date and time of each electronic signature submitted via the online system shall constitute the official signing date and time of this Agreement.

PLANNER:

THE EFFORTLESS AFFAIR, LLC

A handwritten signature in blue ink that reads "Michelle Mc" followed by a stylized flourish.

By: _____
Authorized Signatory

The Event Host:

Electronically signed by Event Host via TEA's website platform
(Signature valid for Exhibit A, Exhibit B, and Terms & Conditions)

Name: _____

Each party agrees that this contract is signed electronically, and the date and time of each electronic signature submitted via the online system shall constitute the official signing date and time of this Agreement.

EVENT INFORMATION SHEET (Exhibit A)

Event Host's Information	
Event Host Name:	Event Host Email Address:
Event Host Address:	Event Host Telephone Number:

Event Information	
Event Date:	Estimated Number of Guests:
Event Venue	Start Time:
	End Time:

PLANNER:

THE EFFORTLESS AFFAIR, LLC



By: _____
Authorized Signatory

The Event Host:

Electronically signed by Event Host via TEA's website platform
(Signature valid for Exhibit A, Exhibit B, and Terms & Conditions)

Name: _____

Each party agrees that this contract is signed electronically, and the date and time of each electronic signature submitted via the online system shall constitute the official signing date and time of this Agreement.

Exhibit B – TEA Responsibilities

TEA agrees to provide comprehensive event planning and management services, including but not limited to:

1. **Venue Selection and Contract Negotiation**
2. **Event Design and Flow Management**
3. **Entertainment Coordination and Rider Management**
4. **Logistics Planning and Management**
5. **On-Site Event Supervision**
6. **Vendor Management and Contract Negotiations**
7. **Guest Experience Coordination**
8. **Overall Event Experience Management**
9. **Catering and Special Dietary Requirements Management**
10. **Back-of-House Coordination** (staff management, setup, and behind-the-scenes tasks)
11. **Venue and Vendor Communication and Coordination**
12. **Budget Oversight and Expense Management**

PLANNER:

THE EFFORTLESS AFFAIR, LLC



By: _____
Authorized Signatory

The Event Host:

Electronically signed by Event Host via TEA’s website platform
(Signature valid for Exhibit A, Exhibit B, and Terms & Conditions)

Name: _____

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