



Planning Package & Service Agreement

Wedding Date: _____ Time: _____ Location: _____

Spouse #1 Name & Phone #: _____

Spouse #2 Name & Phone #: _____

Authorized Agent's Name & Phone #: _____

My Barefoot Wedding agrees to provide the following services to the client in consideration of the amount specified on the beach request form submitted by the couple and/or their authorized agent at the time of the booking.

Cancellations

All cancellations must be submitted using our "Change" form. The form must be completed and signed by both spouses and any third party that has agreed to pay for the reservation. Cancellations will be processed upon receipt of the form. The date of notice shall be the date My Barefoot Wedding receives the fully completed and signed form. Reservations are not transferrable.

Deposits and permit fees are completely non-refundable.

If cancelled more than 60 days before the wedding date, no additional fees apply. If couple has paid in full, a refund may be issued to couple less the deposit amount and any costs incurred (these include, but are not limited to, gas, tolls, salary for employees that were hired for the day, our time, wedding materials, flowers, etc.) prior to issuing a refund.

If cancelled less than 60 days before the wedding date, all package and a la carte items requested are due and payable by the original wedding date.

If a wedding is cancelled any time after being postponed all package and a la carte items requested are due and payable immediately.

Postponements

All postponements must be submitted using our "Change" form. The form must be completed and signed by both spouses and any third party that has agreed to pay for the reservation. Postponements will be processed upon receipt of the form. The date of notice shall be the date My Barefoot Wedding receives the fully completed and signed form. Postponement fees are due with the postponement form.

Permit fees are not transferrable to the new date.

If notice of postponement is received more than 60 days before the wedding date, a \$100.00 postponement fee applies. If notice of postponement is received within 60 days the wedding date, a \$350.00 postponement fee applies.

Postponement form and fee must be received by the original wedding date to postpone. Weddings cannot be postponed after the original wedding date has passed.

Postponed weddings must be held within 1 year of the original wedding date.

My Barefoot Wedding
710 Liberty Street, Suite A
Spring Lake, MI 49456

www.mybarefootwedding.com
events@mybarefootwedding.com

Phone 616-414-5444
Fax 248-786-3180

Late Arrival

It is very important to arrive on time. If you are over 15 minutes late, additional fees will be applied. The couple, wedding party, and guests should arrive at the beach 15 minutes prior to the ceremony start time.

Fees are \$200.00 per 15 minutes after the scheduled start time.

My Barefoot Wedding reserves the right to cancel or postpone the wedding if the ceremony is unable to start within 30 minutes of scheduled start time due to late arrival of couple, wedding party, or guests.

This ensures that other couples who may have booked with us that day are not delayed. Late fees will be charged if you are late.

There will be no refund of your deposit and/or wedding package monies if you are over 30 minutes late and wedding is canceled by our company.

Health Conditions and Safety

My Barefoot Wedding is not responsible for the health/health conditions, or health conditions that may occur, to anyone in or attending our weddings. Signers of this contract assume full responsibility for themselves, their guests, or our attendees of their wedding. If wedding guests have health conditions or disabilities that would prevent them from walking to the wedding site, it is the responsibility of the couple to rent/provide appropriate health care equipment, such as but not limited to a beach wheelchair. My Barefoot Wedding is not responsible for providing specialty equipment for any guests, nor do we assume any liability in case of injury or health problems associated with walking to the wedding site or being on the beach.

Third Party Property

My Barefoot Wedding is not responsible for Third Party vendors or materials brought to our weddings that are not our own. We are also not responsible for cleanup of materials brought to your wedding by guests or 3 party vendors. Artificial rose petals are not permitted at any beach, at any time. Zero exceptions. If our staff is forced to clean up any 3rd party property after wedding, there will be a minimum \$200.00 charge billed to the couple. Beach rules are that we are to leave "No Trace" after wedding. This is non-negotiable for every wedding and will be enforced. My Barefoot Wedding is not responsible for lost, stolen, or damaged property this includes items of their guests, or other attendees. Signers of this contract assume full responsibility for themselves, attendants, and guests.

Location Rules & Regulations

Please be aware that all locations are public venues.

My Barefoot Wedding is not responsible for the amount of people on the beach, and/or actions of people on the beach.

My Barefoot Wedding is not responsible for other events that may be held on the beach, and/or for knowing about other events that may be held.

Beach parking may be limited. My Barefoot Wedding is not responsible for lack of parking.

Most beaches require fees for entrance and parking. My Barefoot Wedding is not responsible for paying for parking fees and/or for parking tickets given for lack of payment, expired meters, or illegal parking.

My Barefoot Wedding is not responsible for entrance fees of couples and/or their guests to get into the beach.

Most locations require a permit or reservation and fee for use. My Barefoot Wedding will communicate with the couple to ensure they know what needs to be done to obtain the permit and pay any fees if required. If a permit/fee is required it must be applied for and paid for by the couple. In some locations My Barefoot Wedding will obtain the permit but the couples are responsible for payment for the permit. Beach permit fees are non-refundable. My Barefoot Wedding does not assume any liability for permitting or paying of beach permits.

It is the couple's responsibility to ensure all guests follow the park rules & regulations. This includes but is not limited to, parking fees, smoking, respect of other park users & park staff, and alcohol consumption.

Photographers, Photographs, Equipment, and Décor.

All photos may be used by My Barefoot Wedding on our website, related websites, in promotional materials, and for additional marketing/business purposes.

If you would like to provide your own photographer, you may receive a credit for omitting our photography services. In order to receive credit for omitting our in house photo services, My Barefoot Wedding must be given notice no more than 60 days prior to the ceremony.

My Barefoot Wedding does not guarantee our photographs. We strive for high quality photos, but due to certain elements, such as weather and natural lighting, this is not always possible.

We will deliver the number of photographs that your package includes. We may take more than the amount of photos included in your package. We will pick the best photographs from the collection. As professional photographers, we do not guarantee that you will receive every picture that we take. If there are specific poses that you want, please let us know during the photo shoot. If our photographer is asked to take family shots, we will do so. Keep in mind that your total number of pictures can be taken up with "every family combination". Most couples opt to do a mix of ceremony, private couple, family, & group photos.

If you have guests who are also taking photographs, they may take those during ceremony. Guests are not permitted to walk behind the alter area during the ceremony. After the ceremony, our photographer will be the only one shooting, for couple beach photos. After our photographer gets done, guests may resume taking photos as desired. If guests do not comply with these rules, My Barefoot Wedding will not be responsible for delivering the amount of photographs included with the package. We need the couple's cooperation and possibly assistance making sure we have "alone time" for photographs. If after a reminder, guests continue to disregard our rules regarding photography, My Barefoot Wedding will stop taking photos. There will be no reimbursement for this loss of photography made to couple.

My Barefoot Wedding is not responsible for mechanical malfunctions, including but not limited to cameras, memory cards, video recorders, music equipment, etc. There will be no refund if any these items malfunction.

Wedding photographs will be sent via online photo gallery download approximately 30 days after the wedding.

My Barefoot Wedding keeps a copy of wedding photos on file for 60 days after each wedding.

My Barefoot Wedding cannot take photographs in the rain, whether light or heavy. If a backup location is not secured, and the couple chooses to get married in the rain, there will be no photographs taken and no refund given.

My Barefoot Wedding keeps our décor and equipment in excellent condition. My Barefoot Wedding is not responsible if any equipment/decor becomes damaged or broken and we are unable to use it for your wedding.

Ceremony, Minister, Verses, and Coordination.

Clients agree not to disclose My Barefoot Wedding ceremony wording, verses, and/or set up designs to any third party.

If you provide your own officiant we will provide blessing stones, and heart of glass for you to use. Your officiant is responsible for providing their own wording for the ceremony. Our ceremony is only used by our officiant.

If you would like to provide your own officiant, you may receive a credit for omitting our officiant services. In order to receive credit, My Barefoot Wedding must be given notice no more than 60 days prior to the ceremony.

Coordination of the event that take place at the beach for your ceremony is included with every package. If you choose to omit or ignore our coordination/guidance, or to have a friend or family member perform those duties, the outcome will be your responsibility. My Barefoot Wedding will not be responsible for "crowd control" on the beach. If the couple and/or guests do not comply with our guidance My Barefoot Wedding is not responsible for any resulting issues.

The couple and their guests should be in the immediate area of the ceremony 15 minutes prior to the start time. If your wedding becomes delayed due to the couple and/or guests being absent from the immediate area of the ceremony late fees will be applied.

Weather and Backup Plans

My Barefoot Wedding is not responsible for acts of God, inclement weather (rain, lightning, hail, tornados, high winds, etc.), area evacuations, duty or other calamity that may result in cancellation/postponement of event. We suggest wedding day insurance.

Our number one option for avoiding bad weather is staying flexible. If it is guaranteed there will be bad weather at the time of your wedding and there is availability for both My Barefoot Wedding and the couple to adjust the ceremony time to avoid that weather we may suggest doing so. This keeps your wedding on the beach, where you want it!

It is the responsibility of the couple to secure a backup location within 10 miles of the original beach location should weather be a concern. My Barefoot Wedding is not responsible for finding an alternate location.

If the backup location doesn't have sand, some of the décor may not be able to be set up. There will be no refund of monies.

If the wedding date has to be rescheduled due to weather, a rescheduling fee of \$350 will be charged.

We cannot leave our setups and equipment in damaging weather. If we feel our equipment is in danger of be damaged we will immediately take down our set up. This may result in the ceremony start time being delayed. My Barefoot Wedding is not responsible for any loss incurred by the couple (and their guests), due to a weather delay.

During high, strong, gusty, and/or sustained winds it can be difficult to put and/or keep our decorations up. These include, but are not limited to, wedding arches, tiki torches, palm trees, chairs, etc. We will do our best; however, we cannot guarantee that it will be possible. If this happens there will be no refund on these items.

My Barefoot Wedding also reserves the right to shorten or adjust your ceremony, without your permission, if the weather is bad. There will be no refund on elements that could not be incorporated.

My Barefoot Wedding will not perform weddings if lightning or dangerous weather is present.

Communication & Reservation Changes

Both spouses are authorized to make changes to the reservation.

A third party may be designated as an authorized agent by the couple to make changes to the reservation and/or to be responsible for payments. Third parties designated as an authorized agent must sign this contract and agree to the terms as stated within. An authorized agent is defined as a third party designated by the couple to have authorization to communicate with My Barefoot Wedding and make changes to the reservation. Authorized agents may make payments on the reservation.

The couple, and any authorized agents assigned by the couple are responsible for payments to My Barefoot Wedding. In the event a payment is due My Barefoot Wedding is able to collect from the couple, and any authorized agent assigned by the couple.

The couple and authorized agent are welcome to contact My Barefoot Wedding for any advice, changes, and/or general information when needed. We want to make this process as simple and easy as possible for the couple. Feel free to contact us if you have any questions about our services, your wedding, and/or if you need advice or referrals to other wedding professionals for your wedding. If you would like more communication/information from My Barefoot Wedding, you can contact us at any time.

My Barefoot Wedding may contact the couple and/or authorized agent for information regarding their reservation at any time necessary. We work hard to make sure the ceremony for your wedding is as smooth as possible and will only contact you when information is needed. We won't contact you just to chat, you've hired us to provide a service that saves you time and makes your planning easier.

Holidays

If wedding date falls on a holiday or holiday weekend, which is typically observed in the USA There will be a \$200.00 holiday charge. Our staff works very hard, and we feel that if they are missing family time, they will be compensated.

Payments and Fees

My Barefoot Wedding reserves the right to bill card on file for any outstanding charges; such as but not limited to a la carte items, holidays, postponements, cleanup of any unauthorized items left on beach i.e.: fake rose petals (not permitted), water bottles, bubble bottles, misc. trash or late start fees. My Barefoot Wedding reserves the right to hold pictures until balance due is paid in full.

Deposit & permit fees are due upon booking.

Final Payment is due 30 days prior to wedding.

Payments may be made by Cashier's Check, Money Order, Credit, or Debit. We do accept Visa, Master Card, Discover, and American Express. Please make all cashier's checks and money orders payable to: My Barefoot Wedding.

Michigan state sales tax will be applied to all final balances.

No personal checks will be accepted for final payments.

Some locations require a permit and/or fee for use. My Barefoot Wedding will communicate with the couple to ensure they know what needs to be done to obtain the permit and pay any fees if required. If a permit/fee is required it must be applied for and paid for by the couple. In some locations My Barefoot Wedding will obtain the permit but the couples are responsible for payment for the permit. Beach permit fees are non-refundable. My Barefoot Wedding does not assume any liability for permitting or paying of beach permits.

Some beaches require fees for entrance and parking. The couple, and their guests are responsible for paying for their own entrance and parking fees. My Barefoot Wedding is not responsible for paying for parking fees and/or for parking tickets given for lack of payment, expired meters, or illegal parking.

Important Reminders

- Couple should apply for a marriage license within 1 month of your wedding date.
- Couple, guests, & wedding party need to be on the beach 15 minutes prior to start time so we can welcome everyone and show them where they need to be. For every 15 minutes late the ceremony starts there is a \$200.00 fee. Please be on time.
- First person (Bride/Groom) arriving at the beach should bring your rings, marriage license, and vows/notes you'd like to read during your ceremony.
- Payment in full is due 30 days prior to ceremony.
- Deposits and permit fees are non-refundable.
- Weddings held on a US Holiday or holiday weekend will have a holiday fee.
- A la Carte Items may be added until 30 days prior to the wedding.
- Packages can be upgraded at any time, based upon availability.
- Due to scheduling of staff, packages will not be downgraded after reservation.
- Filing and payment of beach permits are the responsibility of couple. My Barefoot Wedding will assist couple by providing contact information for the park authority to apply for required permits.
- If your ceremony is cancelled within 60 days of wedding the entire package & a la carte order amount is due and payable.
- State sales tax will be applied to final balance.
- These events are completely non-refundable.
- This agreement is effective as of the first date of reservation.

We as the couple agree to assume responsibility for not only our actions but our guests on the day of the wedding. We also agree to review the beach wedding policies prior to wedding, so that we are well informed on the day of the wedding.

We understand that by signing this form we acknowledge that we have read and agree to the terms as stated in this agreement.

Spouse #1 Signature: _____

Date: _____

Spouse #2 Signature: _____

Date: _____

Authorized Agent's Signature: _____

Date: _____

Planning Package

Total number of guests that will be attending your ceremony: _____

Please let us know who you're working with:

Reception/Dinner Location:

Lodging:

Transportation/Limo/Shuttle:

Hair & Makeup:

Wedding Planner:

Photographer:

Videographer:

Officiant (if not through our services):

Ceremony Music:

Inclement Weather Backup (Usually a reception venue or picnic shelter nearby):

Ceremony

Would you like us to ask "Who gives this bride's hand in marriage?"

- Yes
- No

Marriage & Ring Vows

Please select from the following options:

You can use our vows or write your own marriage and ring vows. Most of our couples will use our vows and also write a note to read to each other during the ceremony. This is a great way to personalize your ceremony.

- We would like to use My Barefoot Wedding's Vows:

My Barefoot Wedding's Marriage Vow:

_____, do you take _____ to be your wife? Do you commit your life to her, embracing all joys and sorrows, triumphs and hardships? Do you promise to be there for her when she needs your support? Please answer: "I do"

_____, do you take _____ to be your husband? Do you commit your life to him, embracing all joys and sorrows, triumphs and hardships? Do you promise to be there for him when he needs your support? Please answer: "I do"

My Barefoot Wedding's Ring Vow:

_____, as you place the ring on _____'s finger, please repeat after me: *With this ring I thee wed, I give you this ring as a sign of my love and faithfulness. May all who see this ring know that you have been touched by my love.*

- We will write our own marriage & ring vows. (please email the vows to My Barefoot Wedding)
- We will write a note to read to each other during the ceremony.

A la Carte

- Music (MBW Provides & Operates Speaker) Yes: _____ No: _____
(Cost: \$100)
- Additional Wedding Chairs: Quantity Undecorated: _____ Quantity & Color Sashed: _____
((\$10/chair – white or bamboo) (\$15/chair – white or bamboo)
- Rose Petals, Please Choose:

	<u>Cost</u>
○ Aisle-Way	Color: _____ (\$25)
○ Altar Area	Color: _____ (\$100)
○ Petal Toss	Color: _____ (\$50)
○ Petals for Flower Girl Basket	Color: _____ (\$25)
- Bridal Bouquet
(Cost: \$125/bouquet) Please Describe: _____
- Bridesmaids Bouquet
(Cost: \$85/bouquet) Quantity: _____ Describe: _____
- Jr. Bridesmaids Bouquet
(Cost: \$65/bouquet) Quantity: _____ Describe: _____
- Boutonniere
(Cost: \$25/boutonniere) Quantity: _____ Describe: _____
- Wrist Corsage
(Cost: \$25/corsage) Quantity: _____ Describe: _____
- Welcome Sign
(Cost: \$50) Yes: _____ No: _____
- Sand Ceremony Table
(Cost:\$100/table for a bamboo or covered table) Yes: _____ No: _____
- Starfish Chair Hangers
(Cost: \$5/each) Yes: _____ No: _____
- Chandelier & Crystal Curtain
(Cost: \$200) Yes: _____ No: _____
- Ring Bearer Sign
(Cost:\$35/sign) Yes: _____ No: _____
- Other Please Describe: _____

Omit Services

If you would like to omit services from your reservation please check the corresponding service below. This will remove the service from your reservation. A credit for omitting officiant and/or photography will be applied if My Barefoot Wedding receives 60 days' notice.

- Officiant
- Photos
- Other: _____

Processional

Please Complete (The order your wedding party will walk in, they will fill in starting with those standing closest to you in the altar):

Groom:	_____	Groom's Parents:	_____
Maid/Man of Honor:	_____	Best Man/Woman:	_____
Name:	_____	Name:	_____
Name:	_____	Name:	_____
Name:	_____	Name:	_____
Name:	_____	Name:	_____
Name:	_____	Name:	_____
Name:	_____	Name:	_____
Flower Girl:	_____	Ring Bearer:	_____
Bride:	_____	Escorted By:	_____

Music Playlist

If you've requested we provide & operate a speaker for music at your ceremony please complete the following.

Please note we will make every attempt possible to provide the music requested. Songs must be downloaded legally and if the song you'd like is not available we may not be able to play it.

Please list the songs you'd like played below:

Track 1: The song your wedding party walks down the aisle to (Processional).

Artist: _____ Song Title: _____

Track 2: The song the bride walks down the aisle to (Processional).

Artist: _____ Song Title: _____

Track 3: The song that is played after your pronouncement/kiss (Recessional).

Artist: _____ Song Title: _____

Tracks 4-8: Music to play while your guests are arriving. Starts 15 minutes prior to your ceremony.

Artist: _____ Song Title: _____

Artist: _____ Song Title: _____

Artist: _____ Song Title: _____

Artist: _____ Song Title: _____

Artist: _____ Song Title: _____