

WEDDING VENDOR AGREEMENT

This is a customizable starting template, not a finished legal document. Replace every [BRACKETED] field with your specifics, delete or adapt any clause that does not fit your wedding, and have a licensed attorney in the governing jurisdiction review it before you or anyone else signs. CyberSygn is not a law firm and this template is not legal advice.

This Wedding Vendor Agreement (this "**Agreement**") is entered into as of [EFFECTIVE DATE] (the "**Effective Date**") by and between:

[VENDOR LEGAL NAME], a [STATE] [ENTITY TYPE, e.g. sole proprietorship] with its principal place of business at [VENDOR ADDRESS] ("**Vendor**"); and

[CLIENT NAME(S)], the couple or their representative, with an address at [CLIENT ADDRESS] ("**Client**").

Vendor and Client are each a "**Party**" and together the "**Parties**."

Recitals. Client is planning a wedding and wishes to engage Vendor to provide certain wedding-related services. Vendor provides such services and is willing to do so on the terms below. In consideration of the mutual promises below, the Parties agree as follows.

1. The Wedding and Services

1.1 The Wedding. The "**Wedding**" will take place on [WEDDING DATE] at [CEREMONY VENUE] and [RECEPTION VENUE], with services scheduled from approximately [START TIME] to [END TIME].

1.2 Services. Vendor will provide the wedding services described in **Exhibit A** (the "**Services**"), which may include [e.g. photography, floral, catering, planning, music, or other services], performed in a professional and workmanlike manner consistent with industry standards.

1.3 Deliverables. Where the Services include deliverables (for example, edited photographs or a video), Vendor will deliver them within [NUMBER] [days / weeks] after the Wedding, as detailed in Exhibit A.

1.4 Creative discretion. Client engages Vendor in part for Vendor's style and professional judgment. Vendor will accommodate reasonable requests but retains artistic discretion over technique and approach within the agreed scope.

2. Schedule and Coordination

2.1 Timeline. The Parties will agree on a Wedding-day timeline at least [NUMBER] days before the Wedding. Vendor will arrive by [ARRIVAL TIME].

2.2 Coordination. Client will provide accurate details, a point of contact for the Wedding day, and timely responses to Vendor's reasonable requests for information.

2.3 Cooperation of others. Client will use reasonable efforts to ensure that the venue, other vendors, and the wedding party cooperate with Vendor's performance of the Services.

3. Fees, Retainer, and Payment

3.1 **Total fee.** Client will pay Vendor a total fee of [TOTAL FEE] for the Services, plus applicable taxes and any pre-approved expenses (for example, travel beyond [DISTANCE]).

3.2 **Retainer.** A non-refundable retainer of [RETAINER AMOUNT OR %] is due on signing to reserve the Wedding date and is applied to the total fee. The retainer compensates Vendor for reserving the date and declining other bookings.

3.3 **Balance.** The balance is due [NUMBER] days before the Wedding. Vendor is not obligated to perform if the balance is unpaid.

3.4 **Add-ons.** Additional hours, products, or services requested by Client are billed at the rates in Exhibit A, subject to Client's prior approval.

3.5 **Late payment.** Undisputed amounts not paid when due accrue interest at the lesser of [e.g. 1.5%] per month or the maximum rate permitted by applicable law.

4. Cancellation, Postponement, and Date Change

4.1 **Cancellation by Client.** If Client cancels, the retainer is non-refundable. If Client cancels within [NUMBER] days of the Wedding, Client will also pay [PERCENTAGE] of the balance to cover Vendor's reserved time.

4.2 **Postponement / date change.** Vendor will use reasonable efforts to honor a new date subject to availability and may apply the retainer to the new date. If Vendor is unavailable on the new date, Section 4.1 applies as a cancellation. A date-change fee of [AMOUNT] may apply.

4.3 **Cancellation by Vendor.** If Vendor must cancel for reasons within its control, Vendor will refund all amounts paid and use reasonable efforts to help Client find a comparable replacement.

5. Substitute Performer / Backup

5.1 **Illness or emergency.** If Vendor cannot perform due to illness, emergency, or other cause beyond Vendor's control, Vendor will use reasonable efforts to send a qualified substitute of comparable skill at no additional cost. If no substitute is available, Vendor's liability is limited to a refund of amounts paid for Services not performed.

5.2 **Backup equipment.** Vendor will bring backup equipment reasonably appropriate to the Services to guard against equipment failure.

6. Photographs, Recordings, and Usage Rights

6.1 **Ownership.** Unless Exhibit A states otherwise, Vendor retains copyright in the photographs, video, or other creative works Vendor produces.

6.2 **License to Client.** On full payment, Vendor grants Client a non-exclusive, worldwide license to use the delivered works for personal, non-commercial purposes, including printing and sharing.

6.3 **Vendor portfolio use.** Vendor may use images and recordings of the Services for portfolio, website, and promotional purposes, unless Client opts out in writing in Exhibit A.

6.4 **Model release.** Client consents, and will use reasonable efforts to obtain the consent of the wedding party, to Vendor's promotional use described above.

7. Client Responsibilities

7.1 **Access and conditions.** Client will arrange Vendor's access to the venues and reasonable working conditions, including space, power, and meals where Exhibit A so provides.

7.2 Permits and venue rules. Client is responsible for venue rules and any permits applicable to the Wedding, and will inform Vendor of restrictions that affect the Services.

7.3 Conduct. Client is responsible for the conduct of guests and the wedding party as it affects Vendor's ability to perform safely.

8. Liability, Insurance, and Indemnity

8.1 Insurance. Vendor will maintain liability insurance as appropriate to the Services and will provide a certificate on request if a venue requires one.

8.2 Limitation of liability. Except for bodily injury, gross negligence, or willful misconduct, Vendor's total liability under this Agreement will not exceed the total fee paid, and Vendor is not liable for indirect or consequential damages.

8.3 Lost or damaged media. In the unlikely event of equipment failure, data loss, or circumstances beyond Vendor's control that prevent delivery, Vendor's liability is limited to a refund of amounts paid for the affected Services.

8.4 Indemnity. Each Party will indemnify the other against third-party claims to the extent caused by the indemnifying Party's negligence or willful misconduct.

9. Force Majeure

9.1 Definition. Neither Party is liable for failure or delay caused by events beyond its reasonable control, including severe weather, fire, government order, public-health emergency, or loss of the venue.

9.2 Effect. If a force-majeure event prevents the Wedding, the Parties will work in good faith to reschedule consistent with Section 4.2.

10. General Provisions

10.1 Independent contractor. Vendor is an independent contractor and not an employee, partner, or agent of Client.

10.2 Governing law and venue. This Agreement is governed by the laws of the State of [STATE], without regard to its conflict-of-laws rules, and the Parties submit to the courts located in [COUNTY, STATE].

10.3 Notices. Notices must be in writing and sent to the addresses above and are effective on receipt.

10.4 Entire agreement; amendment. This Agreement and its Exhibits are the entire agreement on their subject and may be amended only in a writing signed by both Parties.

10.5 Severability; waiver. If any provision is unenforceable, the rest remains in effect, and no failure to enforce is a waiver.

10.6 Counterparts and electronic signature. This Agreement may be signed in counterparts and by electronic signature, each of which is an original.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

VENDOR

CLIENT

Signature: _____

Signature: _____

Printed name: **[NAME]**

Printed name: **[NAME]**

Title: **[TITLE]**

Title: **[N/A]**

Date: _____

Date: _____

Template provided by CyberSygn. Not legal advice. CyberSygn is not a law firm. Consult a licensed attorney in your jurisdiction before relying on this document.