

# WEDDINGS A LA HEART – RESERVATION FORM

.PLEASE PRINT CLEARLY

Enter names including. middle

Enter date of birth


Enter Email Address

Enter Mailing Address

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Cell Phone \_\_\_\_\_ Home \_\_\_\_\_ Business \_\_\_\_\_

Credit Card Number

Exp Date

Security Code

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Billing Address (if different)

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Arrival / Departure date, flight details and where you are staying on the Big Island

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How Did You Hear About Weddings A La Heart?

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What kind of ceremony are you interested in? Wedding\_\_\_\_ Civil Union\_\_\_\_ Vow Renewal\_\_\_\_ Blessing\_\_\_\_

Preferred Date/s

Preferred Time Of Day

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*The best times of day for optimum lighting for gorgeous photos is 8-9am and at sunset)*

Wedding Package Choice Or Custom Design from Weddings A La Carte

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What Is Your Ideal Ceremony (Event) Vision?

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Do you have a budget for us to work around? (explain)

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Guests Attending? \_\_\_\_\_ If yes, approximately how many? \_\_\_\_\_

What are you both wearing?

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## **Payment And Reservation Information:**

1. Please complete this form with your reservation deposit: \$350 + tax = **\$364.58**. This is a non-refundable deposit. We accept **checks, Visa and MasterCard**.
2. Once firmly reserved, we shall begin in-depth planning with you.
3. We may ask for an initial retainer from which to begin reserving your services.
4. 50% of the total cost is due two months before your wedding or event and Balance is due 14 days before. We will send itemized statements in advance.
5. Last minute weddings (30 days or earlier) to be paid in full at time of reservation. All services are final and non-refundable.
6. We will keep your credit card information on file even if paying by check.
7. For destination weddings (in Volcano or off-island) there is a destination fee.
8. We require travel, accommodation and per-diem for off-island, destination weddings.
9. Any desired item or service that we offer in Weddings A La Carte, our menu of services, is to be provided by Weddings A La Heart only and our select service people. For outside services brought in to the ceremony, we reserve the right to apply our usual commission for this service. This allows us to maintain quality control, consistency of style and flow and stress-free coordination.
10. For filming packages and other services contracted for a specific length of time, we reserve the right to charge for any overtime that may take place inadvertently, or by request and not due to Weddings A La Heart or their service providers. In this case you will also receive more photos and images.
11. You agree to allow us use of your photos for promotional purposes.
12. A 20% commission is applied to the final dinner bill when arranging your dinner or wedding reception; coordinating with private caterers or resorts.
13. We reserve the right to make last minute adjustments or substitutions in the case of emergency, unavailability, or if necessitated by weather. You will always be consulted in advance, as much as possible.

**Note: For international credit cards (outside the U.S.), for corporate cards without an employee code and some rewards cards, there is a service charge of 2.0% due to additional charges to process your card.**

### **Concierge Fee:**

We will plan and coordinate your entire event and arrange absolutely everything that you want providing all possible services. When you order or request wedding services or services' information in addition to your ceremony, there is a service fee of \$85/hr (with a minimum fee of \$170), or 25% of your total wedding cost, whichever is greater. This fee covers all consulting, planning in person, by phone or e-mail, arranging, designing, coordinating, administrating, researching, ordering and delivering of your personalized services. The fee is cumulative and the final fee reflects the total time accrued, or 25% of your total cost.

**Cancellation Policies:**

1. In the event services are canceled or postponed by client 60 days or less before the wedding (or event) date, the two month (50%) deposit is non-refundable.
2. Should the 50% deposit not yet have been paid for any reason, where services have been reserved and cancellation or postponement occurs, it is agreed that client will make payment of the 50% deposit and we have your agreement to charge your credit card.
3. In the case of cancellations 30 days or less before your wedding (or other event) date, then the full cost of all services is due and we have your agreement to charge your credit card.
4. Due in full, should a cancellation or postponement take place at any time, is the Concierge Fee accrued up to the point of cancellation or postponement.
5. For last minute weddings (or other events) booked within 30 days or less, all reserved services are final and non-refundable.

**I have thoroughly read and understand the following:**

The Payment and Reservation Fees Information,  
The Concierge Fee information,  
The Cancellation Policies Information,  
I agree to the terms and policies as outlined and will abide by them.

SIGNATURE (1) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE (2) \_\_\_\_\_ DATE \_\_\_\_\_

Libby Kelson-Fulcher

\_\_\_\_\_ DATE \_\_\_\_\_

**SCAN AND EMAIL TO -- [weddingsalaheart@hawaii.rr.com](mailto:weddingsalaheart@hawaii.rr.com).**

**OR SEND A FAX TO -- (808) 327-3445**

**ANY QUESTIONS? CALL TOLL FREE -- (866) 321-3321**