

RESERVATION FORM

(please print)

Fax to: (808) 327-3445 or mail to:

Weddings A La Heart, P.O. Box 4965, Kailua Kona HI USA 96745

Call us toll-free at (866) 321-3321

Names : Please include Middle Names .And Birth Dates

1 _____ / _____

2 _____ / _____

E Mail Address: _____

Address: _____

Best phone number to reach you: _____

Other _____ Fax _____

Credit Card Number: _____

Exp Date _____ 3-digit security code on the back _____

Billing Address if(different) _____

Arrival and Departure Date: _____

Where are you staying on the Big Island? _____

How did you hear about Weddings A La Heart ?

Personal Referral w(ho) _____

Internet : site name) _____ Chamber of Commerce _____

Better Business Bureau _____ Hawaii Visitors and Convention Bureau _____

Other _____

Preferred Ceremony: (Wedding, Vow Renewal, Birthday etc) _____

Preferred Date & _____ Time Of Day _____

(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 Cart: _____

Guests Attending? If yes, approximately how many? _____

What is your ideal wedding vision ? _____

Is the Bride taking the Groom's name ? _____

What are you both wearing ? _____

PAYMENT AND RESERVATION INFORMATION :

1. Please complete this form with your reservation deposit of \$250 + tax = \$260.42 . We accept checks, Visa and MasterCard. This is a non-refundable deposit.
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 your services' cost due two months before your wedding/renewal. We will send an itemized statement in advance of that date.
5. Balance due 14 days before your event. We will send a final statement prior.
6. Last minute weddings (30 days or fewer) to be paid in full at time of reservation. All services final and non-refundable.
7. We will keep your credit card information on file even if paying by some other means.
8. For full destination weddings in Volcano or off-island, there is a destination fee.
9. You agree to our using your photos for promotional purposes.
10. Concierge Fee and Cancellation Policy details in your General Information Email. We will reiterate this information on your contract.

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

Wedding Concierge Service Fee:

We will plan and coordinate your entire wedding and arrange absolutely every- thing that you want. We can provide 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 final fee reflects the total time accrued, or 25%.

Cancellation and Other Policies :

1. Initial Reservation Deposit is non-refundable.
 2. When we are your Wedding Concierge we will ask for a retainer.
 3. 50% services' deposit is due two months before wedding date. In the event services are canceled or postponed by client 30 days or less before the wedding date, deposit is non-refundable. Also due in full, should a cancellation or postponement take place at any time, is the Concierge Service Fee accrued up to the point of cancellation or postponement.
 4. Should the 50% deposit not have yet been paid for any reason; where services have been reserved and cancellation or post-postponement occurs, it is agreed that client will make payment of the 50% deposit and we have your agreement to charge your credit card.
 5. In the case of cancellations 14 days or less before wedding date, then the full cost of all services is due and we will charge your card.
 6. Any desired item or service that we offer in our menu of services is to be provided only by us and our select service people. This allows us to maintain quality control, consistency of style and elegance, with stress-free coordination.
 7. For last minute weddings 30 days or earlier we ask for full payment upon receipt of contract. All reserved services are final.
 8. 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.
 9. You agree to allow us use of your photos for promotional purposes.
 10. A 20% commission is applied to the final dinner bill when arranging your dinner and/or wedding reception or coordinating with private caterers or resorts.
 11. For off-island, destination weddings, we require travel and accommodation.
 12. 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
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I have read and understand :

The Cancellation and Other Policies 'statement
The Payment and Reservation Fees Information
The Wedding Concierge Services'Arranging and Coordinating Fee information
And I agree to the terms and policies as outlined and will abide by them .

SIGNATURE (1) _____ DATE _____

SIGNATURE (2) _____ DATE _____

Libby Kelson Fulcher

_____ DATE _____

Libby Kelson Fulcher ,D D .
For Weddings A La Heart
An Act Of Love Inc .
