



Terms and Conditions

1. Interpretation

In these Terms and Conditions (Terms), the following words and phrases shall have the following meanings:

"You/Your" means the person who purchases and/or receives the Service(s) from Us;

"Us/We/Our" means Universal Events Consultants;

"Agreement" means the Agreement between Us and You which shall be deemed to incorporate these Terms and the terms on any individual Proposal;

"Service(s)" means Full Planning Service, Partial Planning Service, Traditional & Non Traditional Engagement Planning, Wedding and Engagement Coordination and all other events and party services as detailed in the Proposal to be delivered to You by Us;

"Materials" mean any Materials supplied by Us to You as part of a Proposal;

"Proposal" means the completed Proposal form and Terms provided by Us and executed by You describing the Services requested by You and accepted by Us.

2. The Agreement

The Agreement shall be on these Terms, incorporating the terms on any Proposal, to the exclusion of all other terms and conditions. If any conflict arises between these Terms and the terms of the Proposal the terms of the Proposal shall prevail.

The Agreement will commence when You sign and return Your Proposal and shall terminate upon delivery of the Services or as otherwise detailed in accordance with these Terms.

3. The Service

We will provide the wedding and event planning Services, which may include without limit, the provision of: Full Planning Service, Partial Planning Service, Traditional & Non Traditional Engagement Planning, Wedding and Engagement Coordination and all other events and party services and associated products, on dates and at locations as are more specifically defined and confirmed within Your Proposal. Unless otherwise stipulated in Your Proposal You will be responsible for entering into contracts with suppliers directly and You will be fully responsible for the management of those contracts, even where suppliers have been recommended by Us.

Any additional work undertaken at Your request, including without limit, additional meetings and/or site visits, or as a result of delays outside our reasonable control will be separately chargeable at our then current standard hourly rate.

4. Responsibilities

You are responsible for:

Ensuring Your instructions to Us are clear to Our reasonable understanding.

Notifying Us of any special considerations You or Your guests may have.

Ensuring the health, safety and welfare of any persons delivering the services to You, where such persons are present are at Your sites.

Being on time to any planned meetings or events.

Ensuring all payments due to Us are made in a timely manner.



Managing Your budget.

*Entering into contracts with suppliers and ensuring You have read and understood them.
Executing appropriate policies of insurance, (where relevant) to cover Your liabilities under this contract or otherwise.*

We are responsible for:

Delivering the services with all reasonable skill and care and in full compliance with all relevant established current professional standards.

5. Authority

You hereby appoint Us as agents to act on Your behalf in dealing with suppliers as part of our services under this Agreement. In Our capacity as agents We reserve the right to make any operational changes deemed necessary and/or in Your best interest. Where changes result in an increase to the amount of money paid to a supplier that is in excess of 10% of the original contract value We will notify You prior to making the change.

We will only accept direction from the persons named in the Proposal, unless prior written approval is received instructing Us to do otherwise.

6. Risk and Ownership of Materials

We will retain ownership of any Materials delivered as part of the Services

You will be responsible for ensuring that any Materials, including their packaging, supplied to You as part of the Services remain in satisfactory condition and are fully insured on a full replacement value basis.

7. Price and Payment

The price for the Services will be set out in the Proposal and will be subject to any applicable UK taxation, including where relevant, VAT.

Expenses will be charged in addition to the price for the Services and may include, without limitation, mileage at the Inland Revenue's then current rates and hotel expenses charged at cost. All expenses will be agreed prior to being incurred.

Payment is required as follows:

Full Planning Service:

A 25% deposit is payable with Your Proposal, two further stage payments of 25% will payable in accordance with the schedule detailed in Your Proposal. The final balance is payable within 28 days of Your event date.

Partial Planning Service:

A 25% deposit is payable with Your Proposal, two further stage payments of 25% will payable in accordance with the schedule detailed in Your Proposal. The final balance is payable within 28 days of Your event date.

Traditional & Non Traditional Engagement Planning:

A 50% deposit is payable with Your Proposal, the final balance is payable within 28 days of Your event date.

Other Event and Party Planning:

A 25% deposit is payable with Your Proposal, two further stage payments of 25% will payable in accordance with the schedule detailed in Your Proposal. The final balance is payable within 28 days of Your event date.



Wedding, Engagement and Other Event Coordination:

A 25% deposit is payable with Your Proposal, the final balance is payable within 28 days of Your event date.

Hire Service:

A 50% deposit including any delivery and refundable deposit is payable with Your Proposal, the final balance is payable within 28 days of Your event date

Payments are to be made via bank transfer, account details will be stipulated on Your Proposal unless otherwise advised.

Any queries relating to an invoice must be received within 7 days from the date on the invoice.

If payment is in arrears late payment charges will be levied on a daily basis at 8% above the then current Bank of England base lending rate and a £40 administration charge will be applied.

8. Vendors

We will be responsible for:

Recommending vendor and negotiating prices for the event as outlined in the proposal for services

Using any specific vendors that the client may recommend in the creation of the event

Seeking a 10% negotiable referral fee from the Vendor to Us as part of our recommendation to supply their service

Making all payments to the selected vendors on behalf of the client. Payments will be made to the vendors within 10 business days of receipt of funds from the client. We **will not** make any payments on behalf of the client if funds have not been received from the client.

Making reasonable efforts to settle any disputes between the client and vendor, should any arise. Should a reasonable settlement not be reached between the vendor and the client, the client may take whatever steps deemed necessary to resolve the issue with the contracted vendor

9. Cancellation

In accordance with 'The Cancellation of Contracts made in a Consumer's Home or Place of Work etc Regulations 2008' We are providing You with notice of Your right to cancel Your agreement with Us. You can exercise Your right to cancel by delivering or sending (including by electronic mail) a notice of cancellation in writing to Universal Events Consultants: universaleventsconsultants@live.co.uk any time within the period of 7 days starting on the date You receive Your copy of the Proposal or Agreement. Your notice of cancellation is deemed to be served as soon as it is posted or sent to Us by email.

Please note You may be required to pay for goods and services supplied to You by Us prior to receiving Your notice of cancellation if You requested in writing that these goods or services should be delivered before the end of the cancellation period.

If You have entered into a credit agreement with Us this will automatically be cancelled when You send Your notice of cancellation.

Once a Proposal has been accepted and the statutory right to cancel period has expired the cancellation terms contained below apply:

Full Planning Service:

Your Full Planning Service may be cancelled on receipt of 3 month's notice prior to the date set for Your event.



Partial Planning Service:

Your Partial Planning Service may be cancelled on receipt of 1 month's notice prior to the date set for Your event.

Traditional & Non Traditional Engagement Planning:

Your Traditional & Non Traditional Engagement Planning Service may be cancelled on receipt of 1 month's notice prior to the date set for Your event.

Other Event and Party Planning:

Your Event or Part Planning service may be cancelled on receipt of 1 month's notice prior to the date set for Your event.

Wedding, Engagement and Other Events Co-ordination:

This may be cancelled at any time.

Payment for any Services already commenced, whether partially or fully completed and/or any stage payments falling due prior to the cancellation date will be required immediately, without limit, this includes payment for time already spent during consultations and in researching Your Proposal.

All cancellation requests must be received and agreed in writing by Us.

The date on which the letter, fax or email is received by Us will be deemed as the date the request has been made.

10. Liability

Neither party shall be liable for any indirect or consequential losses or expenses, including but not limited to loss of or damage to anticipated profits, contracts, reputation, goodwill, labour costs or losses or expenses arising from 3rd party claims.

Notwithstanding the above and say in the case of death or personal injury caused by negligence for which the liability of the parties shall be unlimited, the parties liability under this Agreement shall be limited to the fees charged or £5000 whichever is the lesser.

For the avoidance of doubt We shall not be liable for any loss or damage incurred as a result of any act or omission of Yourself, Your employees, agents, representatives, 3rd party suppliers and contactors or any persons for which You are at the relevant time responsible, including without limitation, failure to adhere to any element of advice or recommendations communicated to You, whether in writing or verbally.

11. Force Majeure

If either party is subject to an event of Force Majeure, that is circumstances outside its reasonable control, including but not limited to war, fire, industrial disputes or civil commotion, it shall notify the other and the first party's obligations under these Terms shall be suspended until it notifies the other party of the end of such event of Force Majeure.

12. General

If any part of this Agreement is found to be void or un-enforceable by any Court of competent jurisdiction, such part shall be severed from this Agreement which will otherwise remain in full force and effect.

These Terms shall remain in force until altered in writing and signed by both parties.

You may not assign this Agreement or any rights or obligations under it without Our prior written consent.



Except where expressly specified the parties do not intend to create any rights under this agreement for 3rd parties under the Contracts (Rights of 3rd Parties) Act 1999.

Unless otherwise agreed and subject to the application of the then current prices, these Terms of Business shall apply to any future instructions given by You to Us. This Agreement shall be governed by the laws of England and Wales.

Universal Events Consultants Signature: 

Client Signature:

Vendor Signature:

Date: