

# Elopement / Intimate Wedding Planning Service Agreement

## 1. Parties

**Service Provider:** ELOPE IN PORTUGAL BY CONPLAN LTD., based at Av. Praia da Vitória, 75 2º Dto. 1050-183 Lisboa, Portugal, VAT 501595953, hereinafter referred to as the “Planner”.

**Client:** [Couple’s name(s)], residing at [address], hereinafter referred to as the “Couple”.

## 2. Purpose

The Planner agrees to provide planning, organization, and coordination services for an elopement or intimate wedding in Portugal, personalized according to the Couple’s wishes.

## 3. Fees and Payments

- The planning service has a total fee to be agreed upon by both parties.
- To start the planning, the Couple shall pay an **initial retainer of €1,500 (INCLUDING 23% VAT)**, which is non-refundable.
- This retainer will be **deducted from the final service fee**.
- The remaining balance will be paid in [2 or 3 installments], according to a schedule agreed between the parties.

## 4. Nature of the Retainer

Payment of the retainer ensures:

- The reservation of the Couple’s chosen date.
- The beginning of the planning, including venue research, vendor sourcing, and creation of a personalized proposal.
- Exclusive dedication of the Planner’s time and creativity.

This fee is **non-refundable**, except if the service cannot be provided due to reasons solely attributable to the Planner.

## 5. Obligations of the Parties

### Planner's obligations:

- Provide the services with professionalism and dedication.
- Present options for venues and vendors, according to the Couple's briefing.
- Coordinate the contracted services until the day of the event.

### Couple's obligations:

- Provide accurate and timely information regarding preferences, dates, and guests.
- Make payments within the agreed deadlines.
- Respect the terms of this agreement.

## 6. Cancellation

- In case of cancellation by the Couple, all payments made until that date are non-refundable.
- If the Planner cancels for reasons attributable to them, all payments made by the Couple will be refunded.
- Date changes depend on the Planner's availability and may incur additional costs.

## 7. Governing Law

This agreement is governed by Portuguese law.

## 8. Signatures

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Planner

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Couple

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ELOPE  
in Portugal