

Glenn Mayes, Professional Toastmaster

www.east-anglia-toastmaster.com



Wedding Breakfast

Bride/Bridegroom..... **Bride/Bridegroom**

Date of Celebration Venue

Time of wedding Time of arrival at venue

Number of guests top table Buffet/sitdown/other

Bride/Bridegroom's parents/guardians

Bride/Bridegroom's parents/guardians

Bestman Announcements of Grace **Yes/No***
by Toastmaster/Clergy/family/friend/other

Toasts to Couple(usually father of Bride)
Response and toast to bridesmaids (usually Bridegroom)
Response and messages/cards (usually Bestman)
Bouquets, presents and special requests **Yes/No***

Mothers **Yes/No*** ushers **Yes/No*** Bestman **Yes/No*** bridesmaids **Yes/No*** others.....

Name of photographer Tel

Total Professional Fees quoted £....450..... Booking Fee 50% [non refundable] £...225.....

Wedding Insurance taken **Yes/No*** Company and policy number.....

Any other information:

Signature **Date**

Signature **Date**

Print Name Mobile/land:.....

Contact address: **Email:**

..... **Postcode:**

*Delete as applicable

Where did you hear about my services ?.....logged

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TERMS AND CONDITIONS

www.east-anglia-toastmaster.com
enquiry@east-anglia-toastmaster.com



Fees

Fees charged depend on a variety of factors including size/type of function, distance and duration. All quoted fees are inclusive and valid for 7 days.

The Booking Fee is 50% of the quoted fee. This fee is non refundable and guarantees the booking.

Where possible, fees should be paid by BACS. Sort code: **20-54-30** Account number **03154106** – QUOTE REF: [bride's surname].

Please send cheques to *4 Brockley Cottages, Ulting, Maldon CM9 6QX* You will be charged £2.50

If any of the instructions are altered, the Toastmaster reserves the right to increase the fee accordingly.

Returned cheques

Returned cheques will be charged at the standard banking rate incurred plus £2.50 administration due to time taken to process.

Insurance

£5M Public Liability insurance cover is held through the Association of the UK School of Professional Toastmasters, via the Toastmasters General Council. This can be seen on request.

Terms

Engagements are accepted in good faith, based on the information provided by the client and are deemed to be accepted only when the booking form and associated fee have been paid to the Toastmaster. The Booking Fee is deducted from the Full Quoted Fee. The balance of the full quoted fee is payable 6 (six) weeks prior to the event. No invoice will be sent. Receipts will only be issued if requested.

Force Majeure

Every effort is made in good faith to fulfil the engagement, however, non arrival due to circumstances beyond reasonable control (extreme weather, industrial action, failure of public services etc), cannot be accepted. In such events a mitigating refund **may** be made, however this will be limited to the fee paid. In the event of illness or accident, every effort will be made to provide a suitable substitute Professional Toastmaster, with all details and planning passed on. No additional fee will be charged in this situation.

Cancellation

In the event of cancellation (after the statutory 14 day right to do so) by the client, for any reason, the following charges will apply:

- From acceptance of the Booking up to 6 (six) months prior to the event, the 50% Booking Fee paid.
- Less than 6 (six) months prior to the event, 75% (seventy five percent) of the Quoted Fee, less the Booking Fee paid
- Less than 4 (four) months prior to the event, 100% (one hundred percent) of the Quoted Fee, less the Booking Fee paid

Cancellations will only be accepted in writing or email from the client. Fax or telephone cancellations are not accepted. Clients are encouraged to take their own wedding insurance cover.

Postponement

Should the event be postponed, reassignment of the Booking Fee, or Full Quoted Fee, is at the sole discretion of the Toastmaster.

Refreshments

You may wish to provide your Toastmaster with a meal at his own Toastmaster Table, as is often the custom, however, if this is not your plan, refreshments in the form of sandwiches and soft drinks would be appreciated.

Contact Information

4 Brockley Cottages, Ulting, Maldon CM9 6QX T: 01245 381577 M: 07826 339498 E: enquiry@essexcelebrant.co.uk

Data protection

Your details may be held on a computer for the purposes of emailing and communicating with you in the preparation of your event, including invoicing purposes. Your details will NEVER be given to a third party. We may, from time to time, email you to offer our services in the future using MailChimp an online mailing provider. You will always be given the opportunity to unsubscribe. If you do not wish us to do this, please advise and tick this box.

Valid to 1 January 2020