



## DESTINATION WEDDING RETAINER AGREEMENT

This agreement dated: \_\_\_\_\_ is made by and between Unique Romance & Adventure Travel, referred to as "URT", and \_\_\_\_\_ Spouse #1, and \_\_\_\_\_, Spouse #2, referred to as "The Couple".

This agreement commences service between Unique Romance Travel and The Couple.

1. URT will assist The Couple in making an informed decision on a destination and venue for their wedding based on the information The Couple provides and working within their reasonably established budget.
2. URT will assist in making the initial arrangements with the resort or venue regarding The Couple's wedding date and time. Once confirmed The Couple will then deal directly with the on-site coordinator, affiant or representative.
3. URT will provide The Couple with guidelines and checklists regarding their travel arrangements and general pre-wedding preparations.
4. URT will inform The Couple of any applications and/or legal requirements needed; it is however The Couple's responsibility to follow through with these requirements. The Couple is responsible for any document shipping fees, notarizations, translation and any other fees necessary for the wedding and/or travel. The Couple is also responsible for providing any deposits and or necessary contracts required by the Tour Company, resort, wedding coordinator or officiant in order to guarantee the wedding or travel dates. If these are not submitted by stated deadlines Unique Romance Travel & Destination Weddings is not responsible for loss of wedding date, travel availability or pricing.
5. URT will compose and mail and/or email a "Guest Info" letter to all guests that The Couple provides addresses for, along with building a website with information on the wedding resort, along with rooming request forms and group pricing.



6. URT will negotiate a Group contract if 10 rooms or more are needed, and the deposit made from The Couple will go towards the final payment on their personal room. URT will make travel arrangements for The Couple and guests as requested. URT will also prepare and mail travel documents to all guests booking with Unique Romance Travel & Destination Weddings, and/or build a Mobile Travel App to download on everyone's phone that will have all information for travel related to trip.

7. URT will keep The Couple informed of guests who have made travel arrangements, as well as provide The Couple with guest's time, dates of arrival/departure as well as accommodation information.

8. URT will answer or research any question or concerns you have at any time before, during or after you and your guests have traveled.

9. URT does not charge fees to The Couple or their Guests for their travel arrangements; URT receives compensation for their time and efforts from the tour company's partners, hotels or resorts that we book through. The exception is if there are special requests or services above and beyond normal destination wedding planning and or travel arrangements. URT will advise The Couple and/or their Guests in advance if there will be an additional fee involved. Once the contract is signed, if a guest needs to make more than 1change to their reservation, there will be a \$25.00 fee per change to that client. Exceptions would be adding airfare or rooms to booking.

10. URT charges start at \$500.00 for a one-time non-refundable retainer fee payable prior to start of Destination Wedding services after the initial consultation, to take care of getting everything set up, building a wedding website, introduction of Wedding Coordinators at property selected, and help with all aspects of the Group block, transfers, excursions for group, payments and help with air fare if needed.

11. Signatures from The Couple stating that they agree to the above contract and have signed below as proof of such approval.

**Unique Romance Travel (URT) and "The Couple" Approval:**

Spouse #1: \_\_\_\_\_

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

Spouse #2: \_\_\_\_\_

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

