

Policies Summary

Graceful Gatherings reserves your event date exclusively for you and begins planning immediately once your agreement is signed and the retainer is received. The following policies are in place to ensure a smooth, thoughtful planning experience for everyone involved.

RETAINERS & PAYMENTS

- A 50% non-refundable retainer is required to secure your event date.
- The remaining balance is typically due 30-days before your event date, or as outlined in your agreement's payment schedule.
- Payments are due on the dates listed and are not dependent on planning milestones.

CANCELLATIONS

- The retainer is non-refundable.
- Balance on work completed is due in the event of a cancellations; see your agreement for specific terms.

POSTPONEMENTS

- One postponement request, made in writing, may be accommodated, subject to availability, and the retainer may be applied to a new date within 12 months.
- Additional planning time or revisions resulting from postponement may require additional fees.
- If Planner is unavailable on new date, postponement is treated as cancellation.

VENDORS

- Graceful Gatherings coordinates vendors on your behalf, however, vendor contracts with Client directly.
- Vendor payments and refunds are governed by each vendor's individual contract, Graceful Gatherings is not responsible for vendor refund or cancellation policies.

OUR APPROACH

While policies must be upheld to protect scheduling and planning commitments, every situation is approached with professionalism, compassion, and good faith.

