



# 2018 AFFILIATE CONTRACT

### PLEASE ENTER YOUR INFORMATION

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ Phone: \_\_\_\_\_

### PACKAGES

See attached document "2018 Packages – COF " for package pricing details.

See attached document "2018 Packages – TROP" for package pricing details.

**PRODUCTS**-6% commission will be paid on products purchased prior to the ceremony. Some exclusions apply.

### VENUES

6% commission will be paid on venue fees.

Location	Venue	Venue Fee
Chapel of the Flowers	Victorian Chapel	N/A
	Gazebo	\$150
	Magnolia Chapel	\$50
	La Capella Chapel	\$200.00
	Glass Gardens	\$300 Sunday-Friday. \$400 on Saturdays between Jan-Feb, Nov-Dec.

		\$500 Saturdays from March-October.
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Location	Venue	Venue Fee
Tropicana LV Weddings	Island Chapel	N/A
	Arbor	\$100.00
	Terrace	\$150.00
	Courtyard	\$200.00

## TERMS AND CONDITIONS

### General

This Agreement is entered into on the date of signature below between The Chapel, LLC a Nevada Limited Liability Company hereafter referred to as (“Chapel of the Flowers”), (“Chapel”) or (“we”) and the undersigned affiliate (“you”) or (“agent”).

This agreement may be terminated by either party at any time upon written notice. However, all prior commitment and duties shall be honored.

This Agreement shall be governed by the laws of the State of Nevada. Any legal action or other proceeding stemming from this agreement shall be brought in the federal or state courts having venue in Clark County, Nevada.

### Booking Policy

Bookings must be made using the agent portal or in writing via email by submitting the Clients (1) name, (2) address, (3) phone number and email address, (4) desired ceremony date and time along with two alternative times, (5) desired ceremony location, (6) desired package, and (7) Payment. Booking will not be considered confirmed until you receive a confirmation email from Chapel of the Flowers.

### Payment and Commission

The package pricing above shows the percentage and amount of commission that is earned on each package sold. Commission earned on add ons above and beyond the package will be calculated and paid after the event has taken place.

Initial deposit is due upon submission of booking. This payment is refundable for up to 72 hours after payment is made. After 72 hours it becomes non-refundable but is extendable and transferable for up to one (1) year of date of payment.

Remainder of payment is due 35 days prior to date of ceremony. If final payment is not made by you or the client 30 days prior

to the ceremony, it is possible that the ceremony and accompanying products and services will be cancelled.

***A 3% credit card transaction fee will be applied to ALL credit/debit cards used.***

All invoices shall be paid within 5 calendar days. A late fee of \$50 shall be due for any collection efforts and an additional 15% shall be assessed for every month past due.

In order to receive commission, a W-9 form for domestic affiliates and a W-8 form for international affiliates must be on file with us. Please provide this document along with the signed contract.

**Agent Pre-Pay Affiliates**- Unless otherwise indicated to you in writing, you are considered a valued pre pay affiliate. A nonrefundable deposit is due upon booking. The balance of the package is due 35 days prior to date of ceremony, at which time, the commission owed to you will be deducted from the balance owed for the correlating package. Payment shall be processed with the credit card on file. Unless already paid by agent, Client is responsible for any add ons 30 days prior to ceremony. If added by client less than 30 days prior to ceremony, payment must be made immediately.

**Agent Invoice Affiliates**- No deposit is required. You will receive a monthly invoice for the ceremonies that took place the month before and for the packages that booked but did not cancel timely the month before. All commission owed by Chapel of the Flowers will be deducted from amounts owed by agent on said invoice.

**Client Pre-Pay Option**- Should you elect to have payment made by client directly to the Chapel, you must supply payment information on behalf of client. Commission owed to agent shall be made via ACA within 30 days after the ceremony takes place and shall include package commission and any add on commissions.

**Web to Web Affiliates** and **Direct Booking Affiliates** shall be paid in the following manner. Tier 1 -10% (1-20 ceremonies), Tier 2 15% (21-49 ceremonies), Tier 3- 20% (50+ ceremonies). Tier status is based on previous 12 month period. Commission is not earned on add ons; only on initial ceremony booked. Timing of ACH payments can be discussed with accounting.

## **Cancellations**

If you or the client cancels the ceremony prior to 30 days before the confirmed date and time, we will gladly refund all payments except for the initial booking payment. However, if you or the client cancel the ceremony within 30 days of the confirmed date and time, the entire amount paid becomes non-refundable.

All payments made within 30 days of the ceremony and after the ceremony has been completed are non-refundable.

## **Changes of Date and Time**

A rescheduling fee is waived for the first change of date, time or chapel if you or the client call more than 14 days prior to the confirmed ceremony date and time. All other changes may incur a \$100 rescheduling fee.

Rescheduling will not be allowed if you or the client contact us within seven (7) days of the confirmed ceremony date and time and want to reschedule for a date more than seven (7) days from the original date and time. If the client need to reschedule under these circumstances, they must purchase an entirely new ceremony package.

**Tropicana Rescheduling Policy**

Rescheduling will not be allowed if you or the client contact us within fourteen (14) days of the confirmed ceremony date and time, and want to reschedule for a date more than fourteen (14) days from the original date and time. If the client needs to reschedule under these circumstances, they must purchase an entirely new ceremony package."

***Marriage License requirements***

Although we do offer vow renewals and commitment ceremonies, Couples wishing to be legally married are required to obtain a Marriage License from the State of Nevada. We cannot perform a wedding without such license. If we are forced to reschedule due to the couple not having such license, the above cancellation and change policies will apply.

**Donations to Ministers and Gratuities**

As you likely know, gratuities are customary for any service provider, especially in Las Vegas. Many couples wish to recognize their limousine drivers and photographers with a gratuity and their Ministers with a fee but are unsure of the typical amounts. Below you will see what is suggested based off Las Vegas industry standards.

Limo Driver(s):\$ 25-\$40 per driver. Photographer: \$30-\$90 depending on length of shoot. Minister’s Fee: \$70 for Chapel of the Flowers and \$85 for Tropicana LV Weddings.

**CHAPEL OF THE FLOWERS DOES HAVE POLICIES CONCERNING THE FOLLOWING: LIMOUSINE TRANSPORTATION, TIMELY ARRIVAL, FLORAL ORDERS AND OUTSIDE FLORISTS OR FLOWERS, GUEST PHOTOS AND FILMING, PHOTOGRAPHY, ALCOHOL AND/OR FOOD AND OTHERS. IF YOUR CLIENT HAS QUESTIONS CONCERNING ANY OF THE FOREGOING, IT IS YOUR RESPONSIBILITY TO DIRECT THEM TO US OR TO ANSWER WITHIN ACCORDANCE OF OUR POLICIES WHICH ARE AVAILABLE ON OUR WEBSITE.**

**Confidentiality**

This contract and pricing remains confidential between you and Chapel of the Flowers and shall not be disclosed to third parties. Unauthorized disclosure will automatically terminate this agreement.

**SIGN:**

**SIGN:**

**DATE:**

**DATE:**

**PRINT NAME:**

**PRINT NAME:**

AUTHORIZING REPRESENTATIVE

AUTHORIZING REPRESENTATIVE

CHAPEL OF THE FLOWERS OR TROPICANA LV WEDDINGS

AGENT NAME