



Superyacht Events

Event Enquiry Form

Objective

i. What is your objective for the proposed event?

e.g. a celebration/brand awareness/product launch

.....

ii. Is your event part of a bigger marketing campaign?

.....

Logistics

iii. Where would you like the event to take place?

e.g. a city/specific venue/office

.....

iv. How many guests are you expecting at the event?

.....

Style

v. What style of event are you looking for?

e.g. drinks reception/gala dinner/one-day workshop

.....

vi. Is your event educational or simply networking?

.....

Cost

vii. What is your budget for the event?

.....

The Superyacht Events team charge a minimum of 20 hours for an event concept in order to create your bespoke event proposal. Should you agree to this cost we will send a concept agreement form to you for signing.

*Your mini bottle of champagne will be sent to you on receipt of your signed design agreement





Terms and Conditions

Superyacht Events: Bespoke Events

Once the proposal is agreed and signed by the client this event will now be in progress. Superyacht Events will start to carry out bookings and planning as required in the contract. Therefore the client will be financially responsible for any costs incurred whilst organising the event required as per the contract. Superyacht Events agrees to produce the required event upon receipt of signed contract. Superyacht Events is not financially responsible for any unforeseen circumstances out of the control of Superyacht Events such as weather, strikes and/or an act of god that could damage and/or stop the running of the event. Superyacht Events will endeavour to produce the agreed event at the agreed contract figure. If any changes to the contract costs occur and therefore require adjustment, prior approval from the client will be sought, before incurring additional charges.

Cancellation Policy

An administration fee of approximately 50% of management fees and the full concept fee will be charged for any cancellations after the signed contract has been received. Any bookings made with third parties on behalf of the client that incur cancellation charges, will be payable by the client.

Payment Terms - on signature of bespoke event proposal

Two invoices will be produced for every event.

- 1st Invoice – 75% of Contract
Payment due upon receipt of invoice.
- 2nd Invoice – 25% of Contract and additional Charges (due to client requested changes)
Payment will be due 15 Days from invoice date.

Contact details

Primary contact name

Email address.....

Telephone number.....

Signature

Date.....

