

FINAL TOUCH EVENT COORDINATORS LIMITED

E: info@finaltouch.org.uk W: www.finaltouch.org.uk T: 07306 055789

Letter of engagement for event coordinating services

Dear **Insert name**

We are pleased to accept the instruction to act as your event coordinator and are writing to confirm the terms of our appointment and our respective responsibilities.

The purpose of this letter together with the attached terms and conditions is to set out our terms for carrying out the work and to clarify our respective responsibilities.

1 Period of engagement

1.1 This letter is effective from insert date and ends on the event date which is.....

2 Our responsibility to you

2.1 We have set out the agreed scope and objectives of your instructions within this letter of engagement. Any subsequent changes will be discussed with you and where appropriate a new letter of engagement will be agreed. We shall proceed on the basis of the instructions we have received from you and will rely on you to tell us as soon as possible if anything occurs which renders any information previously given to us as incorrect or inaccurate. We shall not be responsible for any failure to advise or comment on any matter which falls outside the specific scope of your instructions. We cannot accept any responsibility for any event, loss or situation unless it is one against which it is the expressed purpose of these instructions to provide protection.

3 Your responsibility to us

3.1 The advice that we give can only be as good as the information upon which it is based. Insofar as that information is provided by you, or by third parties with your permission, your responsibility arises as soon as possible if any circumstances or facts alter as any alteration may have a significant impact on the advice given. If the circumstances change therefore or your needs alter, advise us of the alteration as soon as possible in writing.

4 Responsibilities

4.1 You are responsible for supplying us with accurate and timely information.

4.2 To enable us to carry out our work you agree:

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- (a) To provide full information and instructions necessary for organising the event – we will rely on the information and documents being true, correct and complete and will not verify the information or those documents;
- (b) That we can approach such third parties as may be appropriate for information that we consider necessary to organise the event;
- (c) To provide us with information in sufficient time for us to carry out our obligations under the agreement;
- (d) To pay costs of third parties directly to them.

5 Our service to you

- 5.1 We will discuss with you, in detail, what you require from us and work within those requirements as far as possible.
- 5.2 We will let you know if any of your requirements cannot be achieved or need to be reconsidered due to any change in circumstances.
- 5.3 If necessary, we can negotiate with third parties on your behalf but the contract with third parties, introduced by us to you, will be directly with you.
- 5.4 Third parties identified by us will be subject to your approval and agreement.

6 Scope of work

{To be completed by FTEC Ltd}

7 Limitation of liability

- 7.1 We specifically draw your attention to paragraph 18 of our standard terms and conditions which sets out the basis on which we limit our liability to you and to others. You should read this in conjunction with paragraphs 6 and 7 of our standard terms and conditions which excludes liability to third parties.
- 7.2 There are no Third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter.

8 Other services

- 8.1 You may request that we provide other services during the period covered as stated in paragraph 1.1 of this agreement. If these services take us outside of the agreed scope of work outlined in paragraph 6

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above, we will issue a separate letter of engagement and scope of work to be performed accordingly.

- 8.2 Rules and regulations frequently change; accordingly, you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

9 Agreement of terms

- 9.1 This letter supersedes any previous engagement letter for the period covered. Once it has been agreed, this letter will remain effective until it is replaced.
- 9.2 We have a right to vary or terminate this agreement if we feel there is a breakdown in the working relationship.
- 9.3 You may vary or terminate our authority to act on your behalf. Notice of variation or termination must be given in writing and you will be liable to a penalty of 50% of the agreed fee, if notice is given more than 14 days before the event. If notice is given less than 14 days before the event, the penalty will increase to 100% of the agreed fee.
- 9.4 We shall be grateful if you could confirm your agreement to the terms of this letter by signing the enclosed copy and returning it to us immediately.
- 9.5 If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know.
- 9.6 This letter should be read in conjunction with the company's standard terms and conditions.

Yours sincerely

pp: **Final Touch Event Coordinators Limited**

I/We confirm that I/we have read and understood the contents of this letter and related terms and conditions and agree that it accurately reflects my/our fair understanding of the services that I/we require you to undertake.

Signed Date

{Insert full name}