



Denean The Coffee Queen, LLC

CONCIERGE SERVICE AGREEMENT

THIS AGREEMENT made this ____ day of _____, 20__, by and between Denean The Coffee Queen, LLC with an address at _____, hereinafter referred to as “Concierge,” and _____, with an address at _____, hereinafter referred to as “Client.”

WITNESSETH

WHEREAS, Concierge is in the business of providing quality _____

all as defined in Schedule A attached hereto; and **WHEREAS**, Client is desirous of contracting for Concierge’s services; **NOW, THEREFORE**, in consideration of the fees to be paid by Client to Concierge, to be paid and satisfied as hereinafter stated, and in further consideration of the promises, covenants, and agreements herein contained, it is hereby agreed by and between the parties hereto as follows:

1. SERVICES TO BE PERFORMED: The services to be performed by Concierge are summarized but not limited to those specifically described in Schedule A attached hereto.

2. ADDITIONAL SERVICES: If Client needs any other services, other than those specifically described on Schedule A, which may or may not relate to the described services, Client and Concierge may make a new agreement to provide the other services.

3. COMPENSATION: Is dependent upon the type of services and scope of work chosen from Schedule A. The selected concierge services amount to \$_____. An invoice for this amount will be sent to you and half of the total amount must be paid at least 5 business days prior to the date of services and the balance due before setup on the day of service. Balances not paid upon arrival will result in suspended service.

4. RETURNED CHECKS: Client will be billed, and shall pay to Concierge, fifty (\$50.00) Dollars for any checks returned unpaid for any reason and a fee of thirty-five (\$35.00) dollars and for any credit card transactions that are declined.

5. NON-LIABILITY: The Client agrees to waive any claim for damages of any nature whatsoever and to release Denean the Coffee Queen, LLC and staff from any liability or responsibility whatsoever for any ill-effect, injury, or loss incurred by Client or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs of

any type or kind whatsoever, arising from, connected with or related to the purchase of our services.

6. LEGAL FEES: If either party brings an arbitration proceeding or a lawsuit in order to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which that party may be entitled.

7. INABILITY TO PERFORM: If by reason of: act of God; order or act of government or governmental instrumentality; failure in whole or in part of Concierge to perform under the terms of this Agreement, it shall not constitute a breach of this Agreement by Concierge, except to the extent of refunding any advance payments made by Client for the service or costs not provided.

8. APPLICABLE LAW: The interpretation, construction and enforcement of this Agreement shall be in accordance with the Law of South Carolina.

9. AMENDMENTS: Any changes or amendments to this Agreement must be made in writing and signed by the parties hereto.

10. SIGNATURES: This Agreement may be executed in several counterparts, which shall constitute one and the same instrument.

Denean The Coffee Queen, LLC

By: _____
President (Signature)

Date: _____

Print

By: _____
Client (Signature)

Date: _____

Print

Schedule A

Date: _____

Contract Number: _____

Schedule A is made as an addendum entered by and between, "Denean The Coffee Queen, LLC and the following Company/Party:

"Denean The Coffee Queen, LLC has agreed to provide their Coffee Concierge Services and all Setup and Tear down services are included.

According to the service requirement, this contract is valid on _____ Date: _____ between the hours of: _____.

Underneath are the Term & Conditions, which both parties agree:

DTCQ is Denean The Coffee Queen, LLC.

DTCQ will be allowed to conduct a site visit and possible pre-set up 1-2 days prior to event.

DTCQ will set up 1.5 - 2 hours before start time before the event.

DTCQ will provide all products for the event.

DTCQ will make sure to clear area used at the end of event and leave the area as they found it.

_____ will pay a 25% NONREFUNDABLE down payment towards their Service of # _____ attendees. There will be arrangements for approximately 10% more, however, if the number increases more than the 10%, we must be notified immediately to readjust this contract. This down payment/deposit is due no later than three days after agreement is secured, not less than one week prior to event date.

Company will be invoiced upon signed Concierge Service Agreement after receipt of agreement but paid no later than 1 days prior to Service is performed by "Denean The Coffee Queen, LLC. The agreed upon amount for this contract is \$ _____.

Both parties have understood the commitments and are ready to sign the contract. Lastly, this contract has Special Requests, please NOTE them legible in writing on the below lines.

Special Instructions:

Additional Instructions:

Contact Person: _____

Address: _____

Phone Number: _____

Contact Number: _____

Signed/ Dated: _____

Signature of Authority: _____

Address: _____

Phone Number: _____

Contact Number: _____

Signed/Dated: _____

Denean The Coffee Queen, LLC