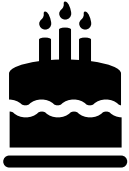




Personal Corporate Charity

My Special Event®

E V E N T & W E D D I N G
P L A N N E R



My Special Event® – Parties

My Special Event® can help you to plan and organise your party. Whether it's a Children's party, Adult's party, special anniversary or a party for another special occasion, My Special Event® is on hand to help you every set of the way.

We will begin with an initial consultation for 1 hour. My Special Event® will discuss with the clients, their plans and ideas for their "special event" and formulate a plan and timetable to make sure everything is ready for the day in question. The consultation can take place at My Special Event's offices or at a location which is suitable for both client and My Special Event.

If the client would like My Special Event® to liaise with the suppliers, then this can be done too. How much or how little is done is up to you.

Types of Parties My Special Event® can organise

- Birthday Parties (Adult and Children)
 - Anniversary Parties
 - Christening Parties
 - Engagement Parties
 - Baby Showers
 - Easter Parties
 - Christmas Parties
 - Halloween Parties
- **Hen & Stag Parties *****

Fees:

- Initial Consultation of 1hr = FREE
- Subsequent consultations pre-contract = £25/hr
- Hourly Fee will be charged for the work done of £30/hr **
- Mileage of 0.30p will be charged on the day to and from the events venue

** For larger parties of 150+ people a fee of £200 will be charged plus 10% of the budget** - This is due to the amount of work required by the client. This will be discussed at the initial consultation.

*** Restrictions may apply to Hen & Stag Parties – Some venues will require a damage deposit to cover any damage to the venue. Some venues may not permit Hen & Stag Parties.

For all parties a deposit of £50.00 will required and a signed contract to secure the date with My Special Event®.

Any payments should be made to My Special Event® by BACS, or Pay Pal. A receipt will be provided to prove payment. No cheques please.