

Event Planner Contract Agreement

This Event Planner Contract (the "Agreement") is entered into on [DATE] by and between:

Event Planner: [PLANNER / COMPANY NAME], located at [PLANNER ADDRESS] (the "Planner"); and

Client: [CLIENT NAME], located at [CLIENT ADDRESS] (the "Client").

The Planner and the Client may be referred to individually as a "Party" and collectively as the "Parties."

1. Event Details

1.1 The Planner agrees to provide event planning services for the following event (the "Event"):

- **Event Type:** [EVENT TYPE]
- **Event Date:** [EVENT DATE]
- **Event Time:** [START TIME] to [END TIME]
- **Event Location/Venue:** [VENUE NAME AND ADDRESS]
- **Estimated Number of Guests:** [NUMBER OF GUESTS]

2. Scope of Services

2.1 The Planner agrees to provide the following services in connection with the Event:

- [SERVICE 1, e.g., venue selection and coordination]
- [SERVICE 2, e.g., vendor sourcing and management]
- [SERVICE 3, e.g., budget planning and tracking]
- [SERVICE 4, e.g., on-site coordination on the day of the Event]
- [SERVICE 5, e.g., timeline and schedule creation]

2.2 Any services not expressly listed in Section 2.1 are considered outside the scope of this Agreement and may be subject to additional fees agreed to in writing.

3. Payment Terms

3.1 The total fee for the services described in this Agreement is [TOTAL AMOUNT].

3.2 The Client agrees to pay a non-refundable deposit of [DEPOSIT AMOUNT] upon signing this Agreement to reserve the Planner's services.

3.3 The remaining balance of [REMAINING BALANCE] is due on or before [FINAL PAYMENT DATE].

3.4 Payments shall be made by [PAYMENT METHOD].

3.5 Any invoice not paid by its due date may incur a late fee of [LATE FEE AMOUNT OR PERCENTAGE] per [PERIOD].

4. Expenses

4.1 The fees in Section 3 [do / do not] include third-party costs such as vendor fees, rentals, catering, and venue charges.

4.2 The Client agrees to reimburse the Planner for pre-approved expenses incurred on the Client's behalf, supported by receipts.

5. Timeline and Deadlines

5.1 The Parties agree to the following key dates and milestones:

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5.2 The Client agrees to provide all necessary information, approvals, and materials in a timely manner to allow the Planner to perform the services.

6. Cancellation and Refunds

6.1 If the Client cancels the Event, the following terms apply:

- Cancellation more than [NUMBER] days before the Event: [REFUND TERMS].
- Cancellation within [NUMBER] days of the Event: [REFUND TERMS].

6.2 The deposit described in Section 3.2 is non-refundable under all circumstances.

6.3 If the Planner cancels this Agreement for any reason other than a breach by the Client, the Planner will refund all amounts paid except for services already rendered.

7. Rescheduling

7.1 If the Event must be rescheduled, the Client agrees to notify the Planner in writing at least [NUMBER] days in advance.

7.2 Rescheduling is subject to the Planner's availability and may incur an additional fee of [RESCHEDULING FEE].

8. Force Majeure

8.1 Neither Party shall be liable for failure to perform due to events beyond their reasonable control, including but not limited to natural disasters, government restrictions, illness, or acts of terrorism. In such cases, the Parties agree to work in good faith to reschedule or resolve the matter.

9. Liability

9.1 The Planner will perform all services with reasonable care and skill.

9.2 The Planner is not responsible for the acts, errors, or omissions of third-party vendors selected by or on behalf of the Client.

9.3 The Planner's total liability under this Agreement shall not exceed the total fees paid by the Client.

10. Insurance

10.1 The Planner [does / does not] carry liability insurance. The Client is responsible for obtaining any additional event insurance it deems necessary.

11. Photography and Promotion

11.1 The Planner [may / may not] use photographs and descriptions of the Event for portfolio and marketing purposes, unless the Client objects in writing.

12. Confidentiality

12.1 Both Parties agree to keep confidential any private information shared during the course of this Agreement and not to disclose it to third parties without consent.

13. Termination

13.1 Either Party may terminate this Agreement if the other Party materially breaches its terms and fails to correct the breach within [NUMBER] days of written notice.

14. Governing Law

14.1 This Agreement shall be governed by and interpreted under the laws of [STATE/COUNTRY].

15. Dispute Resolution

15.1 The Parties agree to attempt to resolve any dispute through good-faith negotiation. If unresolved, disputes shall be settled by [MEDIATION / ARBITRATION / COURT] in [LOCATION].

16. Entire Agreement

16.1 This Agreement represents the entire understanding between the Parties and supersedes all prior discussions. Any changes must be made in writing and signed by both Parties.

17. Signatures

By signing below, both Parties acknowledge that they have read, understood, and agree to the terms of this Agreement.

Event Planner

Name: [PLANNER NAME]

Signature: _____

Date: [DATE]

Client

Name: [CLIENT NAME]

Signature: _____

Date: [DATE]