

EVENT PLANNER SERVICES AGREEMENT

[Client Name(s)]
[Date of Event]
[Location of Event(s)]

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

[Your Full Company Name] (herein known as "[Company Short Name]")
Email: _____
Phone: _____
Business Address: _____

and

[Client Name(s)], (herein known as "Client")
Email: _____
Phone: _____
Address: _____

Terms of Agreement

This Agreement expresses the full and complete agreement between [Company Short Name] and Client. [Company Short Name] will provide event-planning services as the sole event planner for Client on [DATE] ("Event Date") at [LOCATION] ("Event Location(s)"). Upon signing this Agreement, Client approves all information and pricing listed in the Agreement.

Responsibilities of [Company Short Name] Prior to Event Date [These responsibilities will change with each client. Examples are provided, but adjust accordingly.]

- A. [Company Short Name] agrees to have [#] in-person consultations with Client prior to the Event Date to discuss details of the event. All other consultations shall be had via telephone and/or email.
- B. [Company Short Name] agrees to assist Client in budget determination and breakdown for the event as needed.
- C. [Company Short Name] agrees to assist Client in determining the color, style, and design of the event.
- D. [Company Short Name] agrees to assist in the initial design of the invitations to determine the overall look and color scheme of the event.
- E. [Company Short Name] agrees to assist Client with research to find vendors in each category that fit Client's event style and budget.
- F. [Company Short Name] agrees to contact all vendors listed on the contact sheet provided by Client two weeks prior to the event to confirm details of their services.
- G. [Company Short Name] agrees to provide Client with a detailed itinerary for the Event Date.

Responsibilities of [Company Short Name] on Event Date [These responsibilities will change with each client. I provided examples, but adjust accordingly.]

- A. [Include how long you will be on-site on the Event Date.] [Company Short Name] agrees to be on-site for up to 12 hours on the Event Date.

- B. [Company Short Name] agrees to manage vendors per Client's instructions.
- C. [Company Short Name] agrees to manage décor setup at the event.
- D. [Company Short Name] agrees to setup all table numbers/names, place cards, favors, toasting glasses, and serving sets per Client's requests.
- E. [Company Short Name] agrees to coordinate all entertainment and all announcements and events during the event.
- F. [Company Short Name] agrees to ensure all payment of vendor tips at the reception per Client's requests.

Retainer and Payment Schedule

- A. A [] % or \$\$\$ - insert a percentage or dollar amount non-refundable retainer, which is based on the total payment due, is required to book [Company Short Name]'s services, and it is due at the time of signing of this Agreement. Payment is accepted via [insert your preferred method of payment (cash, check, PayPal etc.)]. The retainer is non-refundable.
- B. Should Client cancel or otherwise breach this Agreement, [Company Short Name] will liquidate the retainer.
- C. Should Client cancel or otherwise breach this Agreement, Client is responsible for payment of costs to cover any materials and/or charges incurred by [Company Short Name] and any services performed by [Company Short Name] up to the date of cancellation or breach.
- D. [Client is responsible for any and all out-of-state travel, accommodation, meal, and transportation costs for [Company Short Name] and its employees.]
- E. Client agrees to pay the total amount due, all final balances in full, [one month] prior to the Event Date listed in the Terms of Agreement above, in the form of [cash or check etc. – insert your preferred method of payment]. If final payment is not received [one month] prior to the date of the event, [Company Short Name] will not provide any additional services for the event and will not provide services on the Event Date.
- F. The total payment due, including the retainer described above, to [Company Short Name] is _____.
- G. This Agreement must be signed by the financially responsible party. Invoices will be sent only to Client. Although someone else may elect to make a payment on Client's behalf, Client is ultimately responsible for seeing that all invoices are paid in full and on time.
- H. Even if Client is not the ultimate recipient of the final product (i.e. Client is working on behalf of a company to plan the event) Client, as the signer of this contract, will have the final approval on design decisions. [Company Short Name] will only act on Client's comments or requests. Even if someone else has made a payment on your behalf, they have no say in the final product.
- I. Client, as the financially responsible party, may elect to transfer the right of final approval to another party by signing an addendum to this contract.

Cancellation and/or Change Policy

- A. As stated in the Retainer and Payment Schedule section above, should Client cancel or otherwise breach this Agreement, [Company Short Name] will liquidate the retainer, and Client will be charged for any costs incurred by [Company Short Name] and any services provided by [Company Short Name] up to the date of cancellation or breach.

- B. If there is a change to the Event Date, Client must inform [Company Short Name] immediately. [Company Short Name] will only proceed with services if there is no other conflict on [Company Short Name]'s calendar. In the event that [Company Short Name] cannot meet Client's needs on the new Event Date, Client will be charged for any costs incurred by [Company Short Name] and any services performed by [Company Short Name] up to the date of notification of the change and [Company Short Name] will liquidate the retainer.
- C. If Client cancels this Agreement or the event itself less than [number] days before the Event Date, with the exception of the death of an immediate family member, there will be no refund of any kind.

Venue Rules

- A. Client agrees and understands that [Company Short Name] may be limited by the guidelines and restrictions of the Event Location, and Client agrees to accept the results that may occur from having to adhere to those guidelines and restrictions.
- B. Negotiation of the guidelines and restrictions with the Event Location site or venue or management of the site or venue is solely Client's responsibility.
- C. [Company Short Name] will, however, offer technical recommendations to Client concerning the guidelines and restrictions.
- D. Client is responsible for notifying [Company Short Name] of any site and/or venue restrictions, guidelines, or rules.

Vendor Relations

[This section depends on how your workflow is set up. Adjust accordingly.]

- A. [Company Short Name] is not responsible for hiring individual vendors for the event or any related events including but not limited to caterers, florists, photographers, musical entertainment, etc.
- B. Client is responsible for hiring and contracting each individual vendor unless otherwise agreed to, in writing, by both [Company Short Name] and Client.

Exclusivity

- A. Client agrees that [Company Short Name] will be the only provider, professional or personal, of event planning services, for this event.
- B. Should Client breach the Exclusivity term of this Agreement, [Company Short Name] is not responsible for providing services on the Event Date or refunding any previous payment made by Client.

Images and Copyright

- A. Any photos or images taken by [Company Short Name] of the event are the property of [Company Short Name].
- B. [Company Short Name] owns all copyrights to photos taken and images created by [Company Short Name] and may use the photos and images in the reasonable course of its business, including but not limited to, use on media channels and [Company Short Name]'s website and for marketing purposes.

Indemnification and Liability

- A. In the event of a natural disaster, extreme inclement weather, Acts of God, extreme illness or injury that prevent [Company Short Name] from fulfilling the terms of this Agreement, [Company Short Name] will make every effort to secure a suitable replacement event planner.
- B. If a suitable replacement is not found, Client agrees that [Company Short Name]'s liability is limited to the return of all forms of payment made by Client to [Company Short Name] except for the initial [% or \$\$] non-refundable retainer.
- C. Client agrees to indemnify and hold harmless [Company Short Name] from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, penalties and expenses, including attorneys' fees and expenses arising out of, or resulting from services provided by [Company Short Name] within the scope of these agreed upon services including any negligent acts or omissions by [Company Short Name] and its employees.
- D. [Company Short Name] is not liable for any injuries or damages to persons or property on the Event Date or other dates associated with the event.

Governing Law

- A. In the event of any dispute arising under this Agreement or in relation to this Agreement, the complaining party shall notify the other party in writing of the dispute. Both [Company Short Name] and Client agree to meet in an attempt to resolve the dispute in good faith.
- B. The laws of the State of [insert the state of where your business is located] govern all matters arising out of or relating to this Agreement.

Entire Agreement

- A. This Agreement constitutes the entire agreement between [Company Short Name] and Client and supersedes all prior written and oral agreements between [Company Short Name] and Client.
- B. If any portion of this Agreement is deemed to be void or unenforceable, the remaining provisions remain in full force.

Amendment

- A. This Agreement and portions thereof may be amended, altered, supplemented, and modified only in writing and as an addendum to this Agreement.
- B. Both parties must agree in writing to any amendments, alterations, supplementations, or modifications by duly executing any addendum to this Agreement.

BY: [Full Company Name] _____

PRINT NAME: [Your Name] _____

TITLE: _____

DATE: _____

SIGNATURE: _____

CLIENT: _____

DATE: _____

SIGNATURE: _____