

**Event Planning Contract**

**PARTIES**

- This event planning contract (hereinafter referred to as the “Contract” is entered into

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Effective Date”), by and between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with an address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter referred to as the “Planner”) (collectively referred to as the “Parties”).

**EVENT BACKGROUND**

- The event will take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on which date(s) the Client plans to

hold the event described below:

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**PLANNER DUTIES**

- The Client hereby engages the Planner to perform the following duties relevant to the

event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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- The Planner must obtain written consent from the Client before entering into

contractual agreements or issuing deposits or invoices.

**PAYMENTS**

The parties agree to the following Payment and Payment Terms: Cash, Money

Order, Cashier Check, Debit or Credit Card

a. Total Fee Services: \_\_\_\_\_\_\_\_\_\_\_

b. Non-Refundable Deposit Fee: \_\_$250\_\_

c. Incidental fee (Refundable): \_\_\_$150\_\_

d. Balance Due on 15 prior Day of Event: \_\_\_\_\_\_\_\_\_

**CANCELLATION POLICY**

e. The Client is entitled to cancel this Contract at any given time.

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_