

Event Planner Contract

This Event Planning Contract (the “**Contract**”) is entered into _____ (the “**Effective Date**”), by and between _____, with an address of _____ (the “**Client**”) and _____, with an address of _____, (the “**Planner**”), also individually referred to as (the “**Party**”) and collectively the (“**Parties**”).

1. **Event Date & Description.** On _____ the Client intends to host The following described event (the “**Event**”): _____

2. **Planner Duties.** The Client engages the Planner’s services to perform the following Duties with regards to the Event: _____

A. The Planner will be in charge of the following aspects of the event: **{The attach addendum detailing every aspect for which the Planner will be responsible.}**

3. The Planner shall obtain the Client’s approval, in writing, before entering into any binding contracts for the event and/or issuing any non-refundable deposits.

4. **Payment.** The Parties agree to the following Payment and Payment Terms:

A. The Host will pay the Planner \$ { _____ } for all services rendered or { _____ } hours of work, with the option to negotiate further payment for more hours worked. The Planner will be given an initial amount of \$ { _____ } for {fees, deposits, down payments, etc.} The Planner will receive the additional 5 % at the completion of the event.

- a. Total Fee for Services: _____
- b. Amount Due **two weeks** after **initial** payment: _____
- c. Amount Due **three weeks prior to event**: _____
- d. Balance Remaining Due Five Days Before Event: _____

5. **Cancellation.**

- a. **By Client.** The Client may cancel this Contract at any time. If the Client cancels up to 40 days prior to the Event Date, the Client will be entitled to a full refund. If the Client cancels 30 days prior to the Event Date, the Client will be entitled to a twenty-five percent (25%) refund. If the Client cancels less than 15 days prior to the Event Date, the Client will not be entitled to a refund.
- b. **By Planner.** The Planner may cancel this Contract at any time. If the Planner cancels the event for any reason, the Planner must provide a suitable reason obtained in writing for the reason for cancellation. Reason to include but not limited to inclement weather, state of emergency, national disasters, Acts of God, etc. In the alternative, the Planner shall discuss with client about a potential event replacement date. No refunds will be eligible.

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6. **Dispute Resolution and Legal Fees.** In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees.

7. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions should continue in full force and effect as valid and enforceable.

8. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. This Agreement may be entered into and is legal and binding both in the United States and throughout Europe. The Parties each represent that they have the authority to enter into this Agreement.

9. **Governing Law and Jurisdiction.** The Parties agree that this Contract shall be governed by the State and/or Country in which both Parties do business. In the event that the Parties do business in different States and/or Countries, this Contract shall be governed by _____ law.

10. **Entire Agreement.** The Parties acknowledge and agree that this Contract represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

1. In addition to event design, Planner's duties will include but not be limited to **{drawing up contracts for venue/vendor, putting down deposits, etc.}**
2. Necessary lodging/travel costs incurred by the Planner **{will/will not}** be covered by the Host.
3. The Host agrees to acknowledge the Planner's services in **{place, aspect}**, including the Planner's logo.
4. The Host will not enter into any contracts on behalf of the Planner or without the Planner's knowledge and consent.

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IN WITNESS WHEREOF, each of the parties hereto has caused the Contract to be executed by its duly authorized representative on the date set forth above.

PLANNER:

CLIENT:

[PLANNER NAME]

[CLIENT/COMPANY NAME]

[Signatory]

[Signatory]

[Signatory]

[Signatory]

Date: _____

Date: _____