**Event Planning Agreement**

**This Event Planning Agreement (“Agreement”)** is made and entered into on this \_\_\_ day of \_\_\_\_\_\_\_***, 20\_\_***, by and between:

**Client:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and

**Event Planner:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Business Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collectively referred to as “the Parties.”

**1. Event Details**

**Event Name/Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Event Purpose/Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Scope of Services**

The Event Planner agrees to provide professional event planning and coordination services, which may include but are not limited to:

* Venue research, selection, and booking
* Vendor sourcing and coordination
* Event design and theme planning
* Timeline creation and logistics management
* On-site coordination and supervision
* Post-event follow-up

**Excluded Services:**

Any services not listed above must be agreed upon in writing as an amendment to this Agreement.

**3. Budget**

The estimated budget for the event is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
The Event Planner will assist the Client in managing this budget and obtaining estimates from vendors. The Client acknowledges that final costs may vary depending on vendor pricing and other factors.

**4. Payment Terms**

* **Total Fee:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Deposit:** A non-refundable deposit of $\_\_\_\_\_\_\_\_\_ (\_\_\_%) is due upon signing this Agreement to secure services.
* **Payment Schedule:**
  + $\_\_\_\_\_\_\_\_\_ due on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + $\_\_\_\_\_\_\_\_\_ due on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Final payment of $\_\_\_\_\_\_\_\_\_ due no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments may be made via:  
☐ Other: \_\_\_\_\_\_\_\_\_\_\_ ☐ Credit Card ☐ Bank Transfer ☐ Check ☐ Cash

Late payments may incur a fee of $\_\_\_\_\_\_\_\_\_ per day after the due date.

**5. Client Responsibilities**

The Client agrees to:

* Provide all necessary event details, decisions, and approvals in a timely manner.
* Pay all agreed fees and expenses as outlined in this Agreement.
* Communicate any changes or cancellations promptly.
* Ensure all vendors and third parties comply with venue policies and applicable laws.

**6. Changes and Cancellations**

* **Change Requests:** Any changes to event details or services must be submitted in writing and approved by both Parties. Additional fees may apply.
* **Client Cancellation:**
  + If canceled more than \_\_\_ days before the event, the Client shall forfeit the deposit.
  + If canceled within \_\_\_ days of the event, the Client shall pay \_\_\_% of the total fee.
* **Planner Cancellation:** The Event Planner may cancel this Agreement only under unavoidable circumstances, with full refund of any fees paid by the Client (excluding non-refundable third-party costs).

**7. Force Majeure**

Neither Party shall be liable for failure to perform due to circumstances beyond their control, including but not limited to natural disasters, government restrictions, pandemics, or acts of war. In such cases, both Parties shall make reasonable efforts to reschedule the event or terminate this Agreement without penalty.

**8. Liability and Insurance**

The Event Planner shall not be held liable for any indirect, incidental, or consequential damages arising from the event. The Client agrees to maintain appropriate event insurance, if required, and to assume responsibility for all guest and vendor conduct during the event.

**9. Confidentiality**

Both Parties agree to keep confidential all sensitive or proprietary information exchanged during the planning and execution of the event, except as required by law.

**10. Dispute Resolution**

Any disputes arising from this Agreement shall first be addressed through good faith negotiation. If unresolved, the dispute shall be settled by:  
☐ Court Litigation (select one) ☐ Arbitration ☐ Mediation  
under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**11. Termination**

Either Party may terminate this Agreement with written notice if the other Party breaches any material term of this Agreement and fails to cure such breach within \_\_\_ days of receiving written notice.

**12. Amendments**

This Agreement may only be amended or modified in writing, signed by both the Client and the Event Planner.

**13. Entire Agreement**

This document represents the entire understanding between the Parties and supersedes all prior discussions or agreements, whether written or oral.

**14. Signatures**

**Client Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_  
**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Planner Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_  
**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Optional Attachments**

* Exhibit A: Event Schedule or Timeline
* Exhibit B: Vendor List and Contact Details
* Exhibit C: Budget Breakdown