

EVENT PLANNING CONTRACT

This Event Planning Contract ("Contract") is made on [date] between:

Client: [Client's full legal name or organization name], of [address] ("Client"), represented by [contact person and title, if an organization], and

Event Planner: [Planner's full legal name or business name], of [address] ("Planner").

1. The Event

- Type of event: [e.g. corporate retreat, 50th birthday, fundraising gala]
- Date(s): [date or dates]
- Location: [venue name and address, or "to be selected under Section 2"]
- Expected number of guests: [number]
- Client's budget range for the whole event, including vendors: [\$ amount] to [\$ amount]

2. Planner's Services

The Planner will provide the services ticked below:

- ☐ Initial consultation and event concept
- ☐ Venue search, site visits and recommendation
- ☐ Vendor sourcing and recommendations (catering, rentals, AV, entertainment, décor, transport, other: [list])
- ☐ Budget preparation and tracking
- ☐ Design and décor plan
- ☐ Guest list, invitations and RSVP tracking
- ☐ Run-of-show and event-day timeline
- ☐ Up to [number] planning meetings (in person or video)
- ☐ On-site management on the event day, from [time] to [time], with [number] staff
- ☐ Other: [describe]

Anything not ticked is outside this Contract. The Planner may provide extra services at [\$ hourly rate or price] once the Client agrees in writing.

3. Planner's Fee

- ☐ Flat fee of [\$ amount].
- ☐ Hourly rate of [\$ amount], with an estimate of [number] hours. The Planner will tell the Client before going over the estimate by more than [percentage].
- ☐ [percentage] of the final event budget, estimated at [\$ amount], and reconciled after the event.

4. Deposit and Payment Schedule

The Client will pay a deposit of [\$ amount] when signing this Contract to reserve the date. The deposit is applied to the Planner's fee and is:

- ☐ Non-refundable, because the Planner is holding the date and turning down other work.
- ☐ Refundable if the Client cancels on or before [date].

The rest of the Planner's fee is due as follows:

Payment	Amount	Due date
Deposit	[\$ amount]	On signing
Second payment	[\$ amount]	[date]
Final payment	[\$ amount]	[date, before the event]

Payments are made by [payment method]. If a payment is more than [number] days late, the Planner may pause work after giving written notice, and a late fee of [\$ amount] applies if permitted by law.

The Planner's fee does not include the cost of vendors, venue, food, rentals or other goods and services for the event. Those are paid under Section 5.

5. Vendor Contracts and Payments

Who signs. The Client will sign contracts with the venue and vendors directly, and pay them directly, unless the Client authorizes the Planner in writing to sign a specific contract on the Client's behalf. The Planner will give the Client a copy of every vendor contract before it is signed.

Who pays. If the Planner pays any vendor cost on the Client's behalf with the Client's written approval, the Client will reimburse the Planner within [number] days of receiving a receipt, plus a handling fee of ☐ [percentage] ☐ none.

Commissions and referral fees. The Planner will tell the Client in writing about any commission, referral fee, discount or other benefit the Planner receives from a vendor it recommends.

Vendors are responsible for their own work. Each vendor is an independent business responsible for its own services under its own contract. The Planner will use reasonable care in recommending vendors, will coordinate them, and, if a vendor fails to perform, will make reasonable efforts to help the Client find a replacement. The Planner is not responsible for a vendor's failure, delay, quality, injury or damage caused by the vendor, or the vendor's refund and cancellation terms.

6. Client's Responsibilities

The Client will make decisions and approvals within [number] business days of a request, give accurate guest numbers by [date], pay vendors on time, and name one contact person who can make decisions: [name, phone, email].

7. Changes

Changes to the date, location, guest count or services must be agreed in writing. If a change adds work, the Planner will quote the added fee before doing the work.

8. Cancellation by the Client

The Client may cancel by written notice. The Client will owe the Planner:

- More than [number] days before the event: the deposit only.
- Between [number] and [number] days before the event: [percentage]% of the Planner's total fee.
- Fewer than [number] days before the event: 100% of the Planner's fee.

Plus any approved expenses already incurred. Vendor deposits and cancellation charges are governed by each vendor's own contract.

If the Client postpones instead of cancelling, the Planner will apply payments to a new date within [number] months if the Planner is available, and may charge [\$ amount or percentage] for rescheduling work.

9. Cancellation by the Planner

If the Planner cancels for any reason other than Section 10 or the Client's breach, the Planner will refund all fees paid and make reasonable efforts to recommend a replacement planner.

10. Force Majeure

Neither party is responsible for failing to perform if the failure is directly caused by an event beyond its reasonable control, including [e.g. severe weather, natural disaster, fire, flood, epidemic, government order, venue closure, war, terrorism, labor strike, utility failure]. The affected party will tell the other promptly. The parties will first try in good faith to reschedule. If the event cannot reasonably be rescheduled within [number] months, either party may end this Contract, and the Planner will refund fees paid for services not yet performed, keeping payment for work already done.

11. Limits of Liability

The Planner is not liable for acts or omissions of vendors, the venue, guests or the Client. Except for losses caused by the Planner's gross negligence or intentional misconduct, or where the law does not allow a limit, the Planner's total liability under this Contract will not exceed the fees the Client paid the Planner.

12. Insurance

The Planner carries general liability insurance of at least [\$ amount] per occurrence and will give the Client or the venue a certificate of insurance on request. The Client will arrange any event insurance or liquor liability coverage the venue requires, unless the parties agree otherwise: [details].

13. Photos and Portfolio

- ☐ The Planner may use photos of the event's design (not identifying guests without their consent) in its portfolio and marketing.
- ☐ The Planner may not use event photos without the Client's written approval.

14. Independent Business

The Planner is an independent business, not the Client's employee, and controls how it performs the services.

15. Notices

Notices must be in writing and sent by email or mail to:

- Client: [contact, email, address]
- Planner: [contact, email, address]

16. General Terms

Entire agreement. This Contract is the entire agreement between the parties about the planning services.

Amendments. Any change must be in writing and signed or confirmed by email by both parties.

Governing law. This Contract is governed by the laws of the State of [State].

Severability. If any part of this Contract is found invalid, the rest stays in effect.

Counterparts and electronic signatures. The parties agree this agreement may be signed electronically and in counterparts, and an electronic signature has the same effect as a handwritten one.

Signatures

Client

Signature: _____

Name: [full name]

Date: [date]

Event Planner

Signature: _____

Name: [full name]

Date: [date]