

EVENT PLANNER CONTRACT AGREEMENT

Location: _____ Event Date: _____

Client Information:

Full Name / Entity: _____

Contact Phone / Email: _____

Billing Address: _____

Event Details:

Event Type: _____

Venue: _____

Event Start Time: _____ Event End Time: _____

Estimated Number of Guests: _____

Services Provided:

- Event Planning and Coordination
- Vendor Management
- Venue Setup and Decoration
- On-site Event Management
- Other Services: _____

Payment Terms:

Total Contract Price: _____ USD

Deposit Amount: _____ USD

Balance Due: _____ USD

Payment Method: _____

Payment Schedule and Deadlines: _____

1. Agreement Scope

The Event Planner agrees to provide professional event planning and coordination services as outlined herein, specifically tailored to the Client’s event described above. Services include, but are not limited to, vendor coordination, venue management, scheduling, and on-site supervision.

2. Client Responsibilities

The Client agrees to provide accurate event details and timely decisions required for successful event planning. Client shall be responsible for securing venue permissions, permits, and related approvals unless otherwise specified.

3. Event Planner Obligations

The Event Planner shall perform services with reasonable care, skill, and professionalism consistent with industry standards. The Event Planner shall communicate regularly with the Client and promptly notify the Client of any issues affecting the event.

4. Payment and Fees

Client agrees to pay the fees as set forth above. A non-refundable deposit is required to secure the Event Planner's services. Final payment is due prior to the event date unless otherwise agreed in writing. Late payments may incur interest or penalties.

5. Cancellation and Refunds

Client may cancel this Agreement by providing written notice. The deposit is non-refundable. Additional fees may apply for cancellations made within a specified period before the event. Event Planner reserves the right to cancel with reasonable notice and refund any payments received.

6. Force Majeure

Neither party shall be liable for failure to perform due to causes beyond reasonable control, including but not limited to acts of God, government restrictions, natural disasters, or pandemics. In such cases, the parties shall work in good faith to reschedule or otherwise resolve obligations.

7. Liability and Indemnification

The Event Planner is not liable for personal injury, property damage, or loss arising from the event except to the extent caused by Event Planner's gross negligence or willful misconduct. Client agrees to indemnify and hold harmless the Event Planner from all claims arising from the event.

8. Insurance

Client shall be responsible for any insurance coverage necessary for the event, including general liability, property, and casualty insurance. Event Planner may require proof of insurance prior to event commencement.

9. Independent Contractor

The Event Planner acts as an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship.

10. Confidentiality

Both parties agree to maintain confidentiality regarding proprietary information shared during the term of this Agreement and thereafter, except as required by law or with prior written consent.

11. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of _____. Exclusive jurisdiction and venue for any dispute arising hereunder shall be in the state or federal courts located in _____ County, _____.

12. Dispute Resolution

Any disputes shall first be attempted to be resolved through good faith negotiation between the parties. If unresolved, disputes shall be submitted to mediation prior to pursuing any legal action.

13. Amendments

Any modifications or amendments to this Agreement must be in writing and signed by both parties to be effective.

14. Entire Agreement

This Agreement, including any attachments or addenda, constitutes the entire understanding between the parties and supersedes all prior agreements, representations, or understandings.

15. Notices

All notices required or permitted under this Agreement shall be in writing and delivered by hand, certified mail, overnight courier, or electronic means with confirmation, to the addresses specified by the parties.

16. Severability

If any provision is found invalid or unenforceable, the remaining provisions shall remain in full force and effect.

17. Waiver

Failure to enforce any provision shall not be deemed a waiver of future enforcement of that or any other provision.

18. Assignment

Neither party may assign this Agreement without prior written consent of the other party, except Event Planner may assign to a successor entity.

19. Force and Effect

This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

20. Signatures

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one agreement between the parties.

CLIENT SIGNATURE

EVENT PLANNER SIGNATURE

Signature: _____

Signature: _____

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