

EVENT PLANNER AGREEMENT

THIS EVENT PLANNING AGREEMENT (the "Agreement") is dated this _____ day of _____, _____.

Between:

(Client)

and

(Contractor/Event Planner)

TO PROVIDE SERVICES IN EVENT PLANNING FOR A
(Birthday/Wedding/Farewell) at the resident or venue

Address: _____

SERVICE EXAMPLES INCLUDE BUT NOT LIMITED TO:

- ❖ (List your services below, these are just examples)
- ❖ Design of the Event
- ❖ Equipment
- ❖ Catering
- ❖ Music
- ❖ Photography
- ❖ Bounce house

- ❖ And at the request of the Client's budget.

TERM OF AGREEMENT OUTLINE:

1. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until _____, _____, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.
2. In the event that either Party wishes to terminate this Agreement prior to _____, _____, that Party will be required to provide **14 days'** written notice to the other Party. (For more detail, see cancellation section below)
3. The Parties agree to do everything necessary to ensure that the term of the Agreement is met and taken to effect properly.

CANCELLATION

4. By Client. The Client may cancel this Agreement at any time. If the Client cancels up to _____ days prior to the Event Date, the Client will be entitled to a full refund. If the Client cancels _____ days prior to the Event Date, the Client will be entitled to a fifty percent (50%) refund. If the Client cancels less than _____ days prior to the Event Date, the Client will not be entitled to a refund.

FORMS OF PAYMENT

5. Except as otherwise provided in this Agreement, all monetary amounts referred to this Agreement are USD (US Dollars)
6. Client has the options to choose payment plan and payment can be made by cash, VISA, MASTERCARD, PAYPAL or VENMO. Other forms of payment not listed here are not accepted.

EQUIPMENT

7. Except as otherwise provided in this Agreement, the Planner will provide at the Planner's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other items or parts necessary to deliver the Services in accordance with the Agreement.

RETURN OF PROPERTY

8. Upon the expiration or termination of this Agreement, the Event Planner will return to the Client's property and collect any equipment and items used during the events. In some cases, Client can presumably purchase some equipment used and/or some items such as balloons can be given to the Client at no cost.

LOSS AND DAMAGE

9. To the extent permitted by law, the Client will be responsible for risk of loss, theft, damage, or destruction to the equipment that is provided from any and every cause.
10. If the equipment is lost or damaged, the Client will continue paying Rent, will provide the Planner with prompt written notice of such loss or damage and will, if the equipment is repairable, put or cause the equipment to be put in state of good repair, appearance, and condition.
11. In the event of Total Loss of the Equipment, the Client will provide the Planner with prompt written notice of such loss and will pay to the Planner all unpaid Rent for the Term plus the Casualty Value of the Equipment, at which point ownership of the Equipment passes to the Client.

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

Total Fee for Services:

Amount/Percentage Due Upon Execution of Agreement:

Balance Due on Day of Event:

NOTICE TO THE CLIENT: THIS IS A CONTRACT AGREEMENT. You are not buying the equipment provided. Do not sign this Agreement before you read it. You are entitled to a completed copy of this Agreement when you sign it.

IN WITNESS WHEREOF _____ (the Planner) and
_____ (the Client) have duly affixed their signatures under
hand and seal on this _____ day of _____, _____.

(Client's Print Name) (Date) (Client's signature) (Date)

(Planner's Print Name) (Date) (Planner's signature)
(Date)

OUTLINE OF THE EVENT

[Client Fill in the Blanks]

Event Date: _____

Theme of the Events: _____

Brief description or outline of your vision of the design:
