

Event Planning Services Contract

This Event Planning Contract (the "Contract") is entered into by and between Pink Pearl Events, hereinafter referred to as the "Company," and _____, hereinafter referred to as the "Client," collectively referred to as the "Parties," on _____ (Date).

1. Services. The Client agrees to engage the services of the Company for event planning, which include but are not limited to [services offered by the Company]. The selected services shall not be subject to any changes or modifications within two (2) weeks before the event.

2. Liability and Venue Damage. The Company shall not be held liable for any damage to the venue during the event. The Client acknowledges that they are solely responsible for any damages caused by themselves or their guests to the venue or any other property during the event.

3. Decor Clearance. The Company shall not be responsible for obtaining permission or approval to use any decor with the venue. It is the Client's responsibility to seek all necessary approvals and clearances for the decor, including but not limited to candles, with the venue.

4. Payment Terms. The Client agrees to pay the Company the full balance due for the event no later than two (2) weeks before the event date. Failure to provide full payment within this timeframe will result in cancellation of services at the Company's discretion and the terms set forth in Section 12 shall apply.

5. Consultation & Planning Meetings. The Company will provide one intake consultation meeting to discuss the Client's event requirements and preferences. Upon receipt of the deposit, one planning meeting will take place during the event planning process. A final meeting will be scheduled two (2) weeks before the event to review and finalize event details.

6. Additional Planning Meetings. Any additional planning meetings requested by the Client, beyond the provided consultation meetings, shall be subject to a fee of \$100 per hour.

7. Clean Up and Breakdown. Unless specifically requested and paid for in advance, the Company's services do not include clean up or breakdown. The Client may request for clean up and breakdown services at an additional fee during the intake consultation. The fee for venue clean up and breakdown is \$300 if booked two (2) or more weeks before the event. If booked within 14 days or less of the event, the fee is \$500. **No clean up and breakdown services may be added on the day of the event.**

8. Deposit. To secure the event date, a deposit amounting to 20% of the total invoice is due and payable to the Company. This deposit is non-refundable and should be paid upon signing this Contract.

9. Photography Rights. The Company reserves the right to capture and utilize photographs at the event for promotional purposes. The Client acknowledges and grants the Company permission to use these photographs without any liability to the Client.

10. Creative Control. The Company retains exclusive creative control over the event design pursuant to the terms agreed upon during the planning meetings. The Client and their representatives agree not to infringe upon the creative decisions or design elements of the event planned by the Company during the set up time.

11. Set-Up Time and Guests. The Client is required to provide a minimum set-up time of at least three (3) hours before the event start time. Event set up must take place without any guests present, ensuring a smooth and efficient preparation process.

12. Cancellation. In the event of cancellation by the Client, a cancellation fee will apply as follows:

- (a) 60 days or more notice: 20% of the total invoice
- (b) 30 days or less notice: 50% of the total invoice

13. Governing Law. This Contract shall be governed and interpreted by the laws of Texas. Any legal disputes arising from this Contract shall be resolved in the courts of Tarrant County.

In witness whereof, the Parties hereto have executed this Event Planning Contract as of the date first written above.

Pink Pearl Events
[COMPANY NAME] (Company)

[CLIENT NAME] (Client)

Authorized Signature: _____

Authorized Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____