



MANOR EVENT CO. MANOR CLASSIC PACKAGE CONTRACT

This Manor Classic Package Contract ("Agreement") is entered into on [DATE] ("Effective Date") by and between Manor Event Co., a Texas-based company located at [Your Business Address, Denison, TX 75020] ("Planner"), and [Client Full Name(s)] residing at [Client Address] ("Client"), collectively referred to as the "Parties."

1. **SERVICES** The Planner agrees to provide the Manor Classic Package services for the Client's event ("Event") as detailed in Exhibit A (Service Description and Fees), attached hereto and incorporated by reference. Services include day-of coordination (up to 12 hours), timeline creation, vendor management, decor design and setup (up to 100 guests), venue scouting, and two event consultations.
2. **EVENT DETAILS**
 - Event Date: [Event Date]
 - Event Location: [Event Venue/Address]
 - Event Type: [e.g., Wedding, Corporate Event, etc.]
 - Estimated Guest Count: [Number]
 - Event Start/End Time: [Time Range]
3. **PAYMENT TERMS**
 - Total Fee: The Client agrees to pay the Planner a total fee of \$4,500 for the services outlined in Exhibit A.
 - Deposit: A non-refundable deposit of 50% of the total fee (\$2,250) is due upon signing this Agreement to secure the Planner's services.
 - Payment Schedule: The remaining balance shall be paid as follows:
 - 25% (\$1,125) due 90 days before the Event
 - 25% (\$1,125) due 30 days before the Event
 - Payment Method: Payments shall be made via [e.g., check, bank transfer, or credit card] to Manor Event Co.
 - Late Fees: Payments not received by the due date may incur a late fee of 1.5% per month on the outstanding balance.
 - Additional Costs: Any additional services or expenses (e.g., travel fees beyond 50 miles from Denison, TX) must be approved by the Client in writing and will be invoiced separately.
4. **CANCELLATION AND REFUNDS**
 - By Client: The Client may cancel this Agreement by providing written notice to the Planner at least 60 days prior to the Event Date. The deposit is non-

refundable. If cancellation occurs within 30 days of the Event, the Client is responsible for 100% of the total fee.

- By Planner: The Planner may cancel this Agreement due to unforeseen circumstances (e.g., illness, emergency) by providing written notice to the Client. In such cases, the Planner will refund all payments made, less any non-refunded expenses incurred, or arrange for a qualified substitute planner at no additional cost, subject to Client approval.
 - Force Majeure: Neither party shall be liable for failure to perform due to unforeseen circumstances beyond their control, including natural disasters, pandemics, or government restrictions. In such cases, the Planner will refund payments less any non-refunded expenses incurred.
5. **CHANGE ORDERS** Any changes to the services, Event details, or terms of this Agreement must be agreed upon in writing by both Parties. Additional costs resulting from changes will be invoiced separately and require Client approval.
 6. **INDEMNIFICATION** The Client agrees to indemnify and hold harmless the Planner from any claims, damages, or liabilities arising from the Client's actions, guest conduct, or venue-related issues not caused by the Planner's negligence. The Planner carries general liability insurance and will provide proof upon request.
 7. **PHOTO RELEASE** The Client grants the Planner permission to use photographs or videos taken during the Event for promotional purposes, unless otherwise specified in writing by the Client.
 8. **VENDOR RESPONSIBILITIES** The Planner will coordinate with third-party vendors as part of the agreed services. The Client is responsible for reviewing and signing contracts with vendors directly, unless otherwise specified. The Planner is not liable for vendor performance or failure to perform.
 9. **GOVERNING LAW AND JURISDICTION** This Agreement shall be governed by the laws of the State of Texas. Any legal action shall be brought exclusively in the courts of Grayson County, Texas, and the Parties consent to the jurisdiction and venue of such courts.
 10. **ARBITRATION** Any dispute arising out of this Agreement shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association, conducted in Denison, Texas. The arbitration award shall be final and binding, with costs shared equally unless otherwise determined by the arbitrator.
 11. **SEVERABILITY** If any provision of this Agreement is found to be illegal or unenforceable, the remaining provisions shall remain in full force and effect.
 12. **ENTIRE AGREEMENT** This Agreement, including Exhibit A, constitutes the entire agreement between the Parties and supersedes any prior agreements. Any amendments must be in writing and signed by both Parties.
 13. **CONTACT INFORMATION**
 - Planner: Manor Event Co., [Your Business Address, Denison, TX 75020], [Your Email], [Your Phone]
 - Client: [Client Full Name(s)], [Client Address], [Client Email], [Client Phone]
 14. **SIGNATURES** By signing below, the Parties acknowledge that they have read, understood, and agree to be bound by the terms of this Agreement.

PLANNER:

[Your Full Name] Manor Event Co. Date: [Date]

CLIENT:

[Client Full Name] Date: [Date]

[Second Client Full Name, if applicable] Date: [Date]

EXHIBIT A: SERVICE DESCRIPTION AND FEES

Manor Classic Package: \$4,500

- Day-of Coordination (up to 12 hours)
- Timeline Creation
- Vendor Management
- Decor Design & Setup (up to 100 guests)
- Venue Scouting
- Two Event Consultations

Notes:

- Travel fees may apply for events beyond 50 miles from Denison, TX.
- Additional services require written approval and will be invoiced separately.