**TRENDY SCHEMES LLC.**

**EVENT 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/Baby Shower/Etc.) at the resident or venue**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SERVICE EXAMPLES INCLUDE BUT NOT LIMITED TO:**

* Consultations
* Design and Style of the Event
* Vendor Referrals
* Event Coordination
* Rentals
* Event Hosting
* Photoshoots

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, In circumstances of venue, client or company needing to terminate contract and reschedule, the Term may be rescheduled with contract agreement of the Parties upon approval from company, if date is available. (Please see Policies and Disclaimers)
2. In the event that the company has to terminate this Agreement the company will refund the deposit to other Party.
3. The Parties agree to do everything necessary to ensure that the term of the Agreement is met and taken into effect properly.

**CANCELLATION**

1. By Client. The Client may cancel this Agreement at any time. If the Clients cancels the event in any timeframe leading up to the Event there is no refund on paid payments. Deposits are non-refundable. If applicable, given Client’s circumstance, a deposit may be refunded.

**FORMS OF PAYMENT**

1. Except as otherwise provided in this Agreement, all monetary amounts referred to this Agreement are USD (US Dollars)
2. Client has the options to choose payment plan and payment can be made by cash, ZELLE, PAYPAL or APPLEPAY. Please use phone number 773-747-2735 when sending a deposit and or payment. Enter “Deposit for Event” or “Payment towards Event Balance” in the memo. Payments are accepted leading up to the client’s event at client’s own discretion. Other forms of payment not listed here are not accepted.

**EQUIPMENT**

1. Except as otherwise provided in this Agreement, the Planner will provide at the Planner’s own expense, any and all rental equipment and supplies requested by client, any other items or parts necessary to deliver the Services in accordance with the Agreement.

**RETURN OF PROPERTY**

1. 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. Items such as balloons can be given to the Client at no cost. We do not pop Balloons, discard at your own time.

**LOSS AND DAMAGE**

1. 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.
2. If the equipment is lost or damaged, the Client will continue paying Rental, 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.
3. 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 Rental of the timeframe, at which point ownership of the Equipment passes to the Client. (Please see Policies and Disclaimers)

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, only renting the Rental supplies 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[Client Do Not Proceed to the Next Section]