

# EVENT PLANNING



Date: \_\_\_\_\_

## CLIENT INFORMATION

Client's Full Name: \_\_\_\_\_

Client's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EVENT DETAILS

Event Date: February 15, 2025

Event Time: \_\_\_\_\_

Event Type: ☐ Wedding ☐ Corporate Event ☐ Birthday Party  
☐ Anniversary ☐ Bridal Shower ☐ Engagement Party ☐ Add Other

Event Venue/ Location: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

## EVENT VISION AND PREFERENCES

Event Style: ☐ Modern ☐ Vintage ☐ Traditional ☐ Add Other

Color Palette or Theme: \_\_\_\_\_

Event Elements: ☐ Outdoor ☐ Photo Booth ☐ Live Band

Other Elements: \_\_\_\_\_ Ceremony

Preferred Event Timeline: ☐ Morning ☐ Afternoon ☐ Evening

## CONSULTATION AND MEETING PREFERENCES

How would you like to schedule the consultations to discuss your further event preferences details?

☐ In person ☐ Phone ☐ Video Call

Available Date: \_\_\_\_\_ Available Time: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Estimated Budget for the Event: \_\_\_\_\_

Additional Details: \_\_\_\_\_

## GUEST EXPERIENCE AND ENTERTAINMENT

What kind of experience do you want your guests to have during the event?

☐ Interactive ☐ Elegant ☐ Relaxed

Other: \_\_\_\_\_

Entertainment Preferences: \_\_\_\_\_

## PAYMENT DETAILS

Payment Method: e-transfer to laurapenitch@gmail.com

Deposit Required: \$25.00 with booking

Cancellation Policy (applicable fees/ deadlines): N/A

Fees: N/A

Total Cost: \_\_\_\_\_

## ADDITIONAL DETAILS

What is your ultimate vision or goal for this event, and what would make it truly memorable for you and your guests?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client's Name *& signature* \_\_\_\_\_

# EVENT DECORATOR

*Contract*



Date: \_\_\_\_\_

## EVENT DECORATOR

*Contract*

This Event Decorator Contract, named "contract" is made and entered into on Date, between Your Business Name, hereinafter referred to as the "Decorator", and Client's Full Name, hereinafter referred to as the "Client", collectively referred to as the "Parties".

## CLIENT INFORMATION

Client's Full Name: \_\_\_\_\_

Client's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EVENT DETAILS

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

## I. DECORATION SERVICES

The Decorator agrees to provide the following decoration services for the Client's event:

- Initial consultation to discuss the Client's vision and decoration preferences.
- Design and creation of decorations, including but not limited to floral arrangements, centerpieces, drapery, lighting, and props.

- Customization of decoration designs to align with the Client's specific event theme, color scheme, and preferences.
- Sourcing and procurement of decoration materials, flowers, and props.
- Coordination with other vendors to ensure seamless setup and removal of decorations.
- Detailed decoration setup plan, including timelines and logistics.
- Emergency backup planning to address any unforeseen issues or emergencies related to decorations on the event day.
- Any additional services as mutually agreed upon.

## II. DECORATOR'S RESPONSIBILITIES

The Decorator agrees to:

- Make every reasonable effort to fulfill the decoration services outlined in this Contract.
- Provide the Client with decoration options and recommendations based on the Client's vision.
- Coordinate with the Client to ensure that decoration designs align with the overall event theme.
- Ensure that all decorations are set up in a professional and aesthetically pleasing manner.
- Address any unforeseen issues or emergencies related to decorations on the event day.
- Work closely with other vendors to ensure seamless integration of decorations with the overall event design.
- Provide the Client with a detailed decoration setup plan and schedule.

## III. CLIENT'S RESPONSIBILITIES

The Client agrees to:

- Clearly communicate their decoration preferences, color schemes, and any specific themes or ideas.
- Review and approve decoration designs and plans provided by the Decorator.
- Provide access to the event venue for decoration setup as per the agreed-upon schedule.
- Abide by the agreed-upon payment schedule.
- Notify the Decorator promptly of any changes to the event date, time, or location as soon as possible.
- Ensure that all necessary permits or approvals for decorations are secured, if required by the venue or local authorities.

#### IV. PAYMENT

In consideration of the decoration services provided by the Decorator, the Client agrees to the following payment terms:

- A non-refundable deposit of [\$25.00] is due upon the signing of this contract.
- Final payment due [February 8, 2025]. One week prior to event.
- Payments can be made via e-transfer to laurapenitch@gmail.com
- All payments are non-refundable.

#### V. CANCELLATION

In the event of cancellation by the Client:

- The Client forfeits the non-refundable deposit.
- Any additional payments made are non-refundable.

In the event of cancellation by the Decorator:

- The Decorator will refund all payments made by the Client.

#### VI. REFUND POLICY

The Decorator's refund policy is as follows:

- If the Decorator is unable to fulfill the decoration services due to unforeseen circumstances, the Decorator will refund all payments made by the Client.
- If the Client cancels the contract, as outlined in Section V., refunds will not be provided, and any payments made are non-refundable.

#### VII. LIABILITY

The Decorator is not responsible for any damages or losses incurred by the Client, including those related to the actions or omissions of third-party vendors or service providers.

The Decorator's liability is limited to the amount paid by the Client for the decoration services outlined in this Contract.

## VIII. FORCE MAJEURE

In the event that either Party is unable to perform its obligations due to circumstances beyond its control, such as acts of nature, war, or other unforeseen events, this Contract may be terminated without liability.

## IX. PHOTOGRAPHY RELEASE

- The Client hereby grants the Decorator permission to use photographs and videos of the event for promotional and advertising purposes, including but not limited to the Decorator's website, social media, marketing materials, and portfolio, without further notice or compensation.
- The Client understands that these photographs and videos may feature the Decorator's work, including the decorations provided, and may include images of the Client, guests, and the event venue.
- The Client releases the Decorator and their representatives from any claims or liability associated with the use of these photographs and videos for promotional purposes.

## X. OWNERSHIP OF DECORATIONS

### Decorator's Ownership:

The Client acknowledges that all decorations provided by the Decorator, including but not limited to floral arrangements, centerpieces, lighting, drapery, and other decorative elements, are the property of the Decorator unless otherwise specified in writing. The Client agrees not to remove or attempt to remove any decorations or decorative elements from the event venue without the explicit consent of the Decorator. Any decorations provided by the Decorator that are intended for single-use or are perishable, such as fresh flowers, remain the property of the Decorator, and the Client is not entitled to retain them after the event.

### Client's Responsibility for Damage or Loss:

The Client is responsible for the care and preservation of all decorations provided by the Decorator during the event.

In the event of damage to or loss of any decorations due to negligence or intentional misconduct by the Client, the Client shall be liable for the cost of repair or replacement of such decorations at the discretion of the Decorator.

## XI. AMENDMENTS

Any changes or amendments to this Contract must be made in writing and agreed upon by both Parties.

## XI. ENTIRE AGREEMENT

This Contract, inclusive of all its attachments and any subsequent written amendments, constitutes the entire agreement and understanding between the Parties, superseding all prior agreements, discussions, and representations, whether oral or written, relating to the subject matter herein. This Contract encompasses the comprehensive terms and conditions governing the decoration services provided and the financial arrangements, responsibilities, and any other provisions agreed upon.

Any modification or alteration to this Contract must be made in writing and duly executed by both Parties. These written modifications will be considered an integral part of this Contract.

In the event of any discrepancy, contradiction, or conflict between the terms of this Contract and any other documents, emails, or verbal exchanges between the Parties, this written Contract shall prevail, except where specifically and expressly stated otherwise in writing.

The Client and the Decorator acknowledge that they have had the opportunity to seek independent legal advice before entering into this Contract. Both Parties understand the legal implications of this Contract and willingly enter into it without duress, coercion, misrepresentation, or undue influence.

In the event that any provision or portion of this Contract is determined to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions of this Contract shall remain in full force and effect to the extent permitted by law.

The Client and the Decorator consent to the use of electronic communication, including email, for the purpose of exchanging information, updates, and documents related to this Contract. Such electronic communication shall be deemed valid and binding.

By signing below, the Client and the Decorator acknowledge that they have thoroughly read, comprehended, and concurred with the terms and conditions laid out in this Contract.

Client's Name &

*Signature*

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Decorator's Name &

*Signature*

*Laura Penitch*