

EVENT PLANNING CONTRACT

PARTIES

- This event planning contract (hereinafter referred to as the “Contract”) is entered into on _____ (the “Effective Date”), by and between _____, with an address of _____, (hereinafter referred to as the “Client”) and _____, with an address of _____, (hereinafter referred to as the “Planner”) (collectively referred to as the “Parties”).

EVENT BACKGROUND

- The event will take place on _____, on which date(s) the Client plans to hold the event _____ described _____ below:

PLANNER DUTIES

- The Client hereby engages the Planner to perform the following duties relevant to the event:

- The Planner is required to obtain written consent from the Client prior to entering into any contractual agreements or issuing deposits or invoices.

PAYMENTS

- The Client hereby agrees to pay the Planner an amount of _____ for the services performed.
- The Planner will provide an invoice at the time of the payment.

CANCELLATION POLICY

- The Client is entitled to cancel this Contract at any given time.
- The Client is entitled to a full refund in the event that he/she cancels _____ days before the beginning of the event.
- In the event that the Client cancels less than _____ days before the beginning of the event, he/she will not be entitled to a refund.

- The Planner is entitled to cancel this Contract at any given time.
- In the event of cancellation by the Planner, he/she is required to provide a replacement planner that the Client agrees to. In this case, the Planner will be required to refund any money previously provided by the Client as a budget for the event or other.

DISPUTE RESOLUTION ALTERNATIVES

- Any dispute or difference whatsoever arising out of, or in connection with, this Contract shall be submitted to arbitration/mediation/negotiation (circle one) in accordance with, and subject to the laws of _____.

LEGAL FEES

- In the event of a dispute that results in legal action, the successful party will be entitled to the legal fees, such as attorney's fees or other.

SEVERABILITY

- In the event that any provision of this Contract is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain in force in accordance with the Parties' intention.

ENTIRE AGREEMENT

- This Contract contains the entire agreement and understanding among the Parties to it with respect to its subject matter, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to its subject matter. The express terms of the Contract control and supersede any course of performance and/or usage of the trade inconsistent with any of its terms.

GOVERNING LAW

- This Contract shall be governed by and construed in accordance with the laws of _____.

SIGNATURE AND DATE

- The Parties hereby agree to the terms and conditions set forth in this Contract and such is demonstrated by their signatures below:

CLIENT

PLANNER

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____