

EVENT PLANNING SERVICES AGREEMENT

Location: _____ Date: _____

Client Information:

Full Name or Entity: _____

Address: _____

Phone/Email: _____

Service Provider Information:

Company Name: _____

Address: _____

Phone/Email: _____

Event Details:

Event Name/Type: _____

Event Location/Venue: _____

Event Date(s): _____

Expected Number of Guests: _____

Scope of Services:

The Service Provider agrees to provide professional event planning services including, but not limited to, venue selection, catering coordination, entertainment booking, decoration, logistics, scheduling, and on-site management as described in the attached Schedule of Services. Any additional services requested by the Client shall require a separate written agreement.

Payment Terms:

Total Fee: _____ USD

Deposit Amount: _____ USD

Payment Schedule and Method: _____

Cancellation and Refund Policy:

Client may cancel the event or services at any time by providing written notice to Service Provider. Deposit is non-refundable except as otherwise provided herein. Refunds of fees paid beyond deposit are subject to the timing of cancellation as outlined in the attached Schedule of Cancellation Terms.

Liability and Indemnification:

Service Provider shall perform services with reasonable care and skill but is not responsible for any direct, indirect, incidental, consequential, or special damages arising out of Client's event. Client agrees to indemnify and hold harmless Service Provider from any claims, damages, or liabilities arising from the event except those caused by gross negligence or willful misconduct of Service Provider.

Force Majeure:

Neither party shall be liable for failure or delay in performance due to causes beyond their reasonable control, including but not limited to acts of God, government restrictions, natural disasters, or other unforeseen events. The affected party shall notify the other promptly and use reasonable efforts to resume performance.

Confidentiality:

Both parties agree to keep confidential all non-public information obtained in connection with this Agreement and not disclose such information to any third party without prior written consent except as required by law or to professional advisors bound by confidentiality.

Governing Law and Venue:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to conflict of law principles. The parties consent to the exclusive jurisdiction and venue of the state and federal courts located in _____ County, _____.

Dispute Resolution:

Any dispute arising from or related to this Agreement shall first be attempted to be resolved by mediation. If mediation fails, the parties may pursue any remedy at law or equity. Both parties knowingly and voluntarily waive the right to a trial by jury to the maximum extent permitted by law.

Entire Agreement:

This Agreement, including all attached schedules and appendices, constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior negotiations, representations, or agreements, whether written or oral. Any amendments must be made in writing and signed by both parties.

Severability:

If any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect, and the invalid provision shall be replaced with a valid provision that best reflects the original intent of the parties.

CLIENT SIGNATURE

SERVICE PROVIDER SIGNATURE

Signature: _____

Signature: _____

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