

Event Planner Contract

This Event Planner Contract was created on _____. It is between the following parties:

Client

Planner

Here are the details of the event:

Event Date

Event Time

Event Name

Event Location

Event Description

Event Planner Duties

- Event planning (pre and post)
 - Researching and looking for event venue Manage event resources
 - Create meal menu Collaborate with subcontractors
 - Responsible for marketing and advertising
 - Manage financial budget Delegate activities to staff
 - Hiring staff including emcee, talents, video, audio, servers, and kitchen staff
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Event Planner Contract

This Contract term will start from _____ until _____.

The Client will pay _____ for the reservation, events, and other services that will be provided at the event.

An initial deposit of _____ will be required and the remaining balance will be paid before or after the event.

The Planner will be responsible for event promotion, marketing, and advertising.

If there is any cancellation, 80% of the remaining balance will be refunded provided that the Client cancels it 25 days before the event. If it was canceled in less than 24 days, only 50% will be refunded.

The initial deposit is non-refundable.

The Client agrees to follow the rules, regulations, and policies of the location and the premises.

The Planner will be responsible for the accommodation and meals for the event.

The Planner warrants that all services and deliverables are free from any defect or irresponsibilities.

This Contract is confidential and only the Client and the Planner can view it unless the other parties have written permission.

This Contract can only be changed or modified by the parties involved with written permission or agreement from both.

This Contract shall be governed under the laws of the State of _____ in the United States.

By signing below, I hereby agree to the terms and conditions listed in this document.

Client Signature

Planner Signature

Date Signed

Date Signed



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