**Event Planning Contract Template Word**

## **1. AGREEMENT OVERVIEW**

**This Event Planning Contract ("Agreement") is made on Date: \_\_\_\_\_\_\_\_\_\_\_, between:**

* **Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Event Planner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Company Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Event Date: \_\_\_\_\_\_\_\_\_\_\_**
* **Venue/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **2. SCOPE OF WORK**

**The Event Planner will provide the following services:  
 ✔ Venue Coordination  
 ✔ Catering & Menu Planning  
 ✔ Entertainment & Music Arrangements  
 ✔ Decor & Theme Design  
 ✔ Guest Management & Invitations  
 ✔ Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **3. PAYMENT TERMS & SCHEDULE**

* **Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Deposit Required: $\_\_\_\_\_\_\_\_\_\_\_\_\_ (Due by: \_\_\_\_\_\_\_\_\_\_\_)**
* **Final Payment Due: $\_\_\_\_\_\_\_\_\_\_\_\_\_ (By: \_\_\_\_\_\_\_\_\_\_\_)**
* **Accepted Payment Methods:  
   ☐ Bank Transfer ☐ Credit Card ☐ Cash ☐ Other: \_\_\_\_\_\_\_\_\_\_\_**

## **4. CLIENT RESPONSIBILITIES**

* **The Client agrees to provide accurate event details and respond to planner inquiries promptly.**
* **The Client must ensure that all permits and permissions are acquired if required.**
* **If additional third-party vendors are hired, the Client assumes responsibility for their coordination.**

## **5. CANCELLATION & REFUND POLICY**

* **Cancellation before \_\_ days of the event: Full refund of deposit.**
* **Cancellation within \_\_ days of the event: 50% refund.**
* **Cancellation within \_\_ days of the event: No refund.**

## **6. AGREEMENT CONFIRMATION**

**Both parties agree to the terms outlined in this contract.**

**Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_  
 Event Planner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**