

Event Management Contract Form

1. PARTIES

This Event Contract ("Contract") is entered into on _____ (Date) between:

- Client Name: _____
- Address: _____
- Phone Number: _____
- Email: _____

and

- Event Planner/Service Provider: _____
- Business Name (if applicable): _____
- Address: _____
- Phone Number: _____
- Email: _____

2. EVENT DETAILS

- Event Name: _____
- Event Date: _____
- Start Time: _____
- End Time: _____
- Venue/Location: _____
- Expected Guests: _____

3. SCOPE OF SERVICES

The Event Planner/Service Provider agrees to provide the following services:

- Event Coordination: Yes No

- Venue Selection Assistance: Yes No
- Catering Management: Yes No
- Décor & Setup: Yes No
- Music/Entertainment Arrangement: Yes No
- Photography/Videography: Yes No
- Other Services (Specify): _____

4. PAYMENT TERMS

- Total Contract Amount: \$ _____
- Deposit Amount: \$ _____ (Due on: //____)
- Balance Due: \$ _____ (Due by: //____)
- Payment Method:
 - Credit Card Bank Transfer Cash Other: _____

5. CANCELLATION POLICY

- The Client may cancel the event in writing at least __ days before the event date.
- The deposit is refundable / is non-refundable.
- If canceled within __ days, a __% cancellation fee applies.

6. LIABILITY & FORCE MAJEURE

- The Event Planner is not liable for unforeseen circumstances, including but not limited to natural disasters, government restrictions, or venue closures.
- The Client agrees to indemnify and hold harmless the Event Planner from claims arising due to third-party services.

7. FINAL AGREEMENT & SIGNATURES

This contract is legally binding. Both parties agree to the terms outlined above.

Client Signature: _____ Date: //____

Event Planner Signature: _____ **Date:** // _____