

# 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: \_\_\_\_\_