

Event Planning Services Agreement

Fillable template. Complete the fields, review with your attorney, and sign.

1. PARTIES

Planner / Business name

Planner email or phone

Client name(s)

Client email or phone

2. EVENT DETAILS

Event date

Event type

Expected guest count

Venue / location

3. SERVICES INCLUDED

The Planner will provide the services listed below. Anything not listed is outside the scope of this agreement and requires a written change order signed by both parties.

4. FEES AND PAYMENT

Total fee (USD)

Deposit / retainer (USD)

Balance due date

The deposit is a non-refundable retainer that reserves the event date and is credited toward the total fee. The remaining balance is due in full on the date above, before the event. Payments not received within 5 days of their due date pause all planning work until the account is current.

Payment schedule (installments, methods accepted)

Terms

5. CANCELLATION AND RESCHEDULING

If the Client cancels, the retainer is not refunded. If cancellation occurs within 30 days of the event date, the full balance is due, reflecting work performed and dates declined. One rescheduling to a mutually available date within 12 months may be applied without penalty; a second rescheduling is treated as a cancellation and rebooking.

6. FORCE MAJEURE

Neither party is liable for failure to perform caused by events beyond reasonable control, including natural disasters, government orders, or venue closure. The parties will first attempt to reschedule; if rescheduling is impossible, the Planner retains the retainer as compensation for work performed and returns any other prepaid, unearned fees.

7. CHANGES IN SCOPE AND GUEST COUNT

A guest count increase of more than 10 percent, a venue change, or added services after signing changes the price. The Planner will provide written revised pricing before performing the changed work, and the change takes effect only when both parties approve it in writing.

8. VENDORS

Third-party vendors (catering, photography, rentals, entertainment, and similar) contract directly with the Client unless stated otherwise in Section 3. The Planner coordinates vendors but is not liable for a vendor's own performance, and vendor payments are the Client's responsibility unless this agreement says otherwise.

9. LIMITATION OF LIABILITY

The Planner's total liability under this agreement is limited to the total fee actually paid by the Client. Neither party is liable to the other for indirect or consequential damages.

10. PHOTOGRAPHY AND PORTFOLIO USE

The Planner may use non-identifying photographs of the event setup and decor in a portfolio and on business social media. The Client may strike this clause before signing if they prefer full privacy.

11. GOVERNING LAW

This agreement is governed by the laws of the State of

Additional terms (optional)

12. SIGNATURES

Each party has read and agrees to this agreement.

Planner signature

Date

Client signature

Date