

EVENT PLANNING CONTRACT

1. 1. Parties and Event Details

This Event Planning Agreement (the "Agreement") is entered into on [EFFECTIVE DATE] between [PLANNER NAME], a [ENTITY TYPE] located at [PLANNER ADDRESS] (the "Planner"), and [CLIENT NAME], located at [CLIENT ADDRESS] (the "Client"). The Planner and the Client are referred to individually as a "Party" and together as the "Parties." The Planner will provide services for the following event (the "Event"): [EVENT TYPE AND NAME], to be held on [EVENT DATE] from [EVENT START TIME] to [EVENT END TIME] at [VENUE NAME AND ADDRESS], with an anticipated guest count of [ESTIMATED GUEST COUNT]. Primary contacts are [PLANNER CONTACT, PHONE, EMAIL] and [CLIENT CONTACT, PHONE, EMAIL]. Each Party represents that the person signing below is authorized to do so.

2. 2. Service Level and Scope of Planning Services

The Client is purchasing the following service level: [SERVICE TIER, e.g., full-service planning / partial planning / month-of coordination / day-of coordination]. The Services include [SCOPE DETAIL, e.g., venue search and site visits, budget development and tracking, vendor research and referrals, design concept and mood boards, floor plan and seating layout, timeline creation, vendor confirmation calls, rehearsal attendance, and on-site management on the Event date]. The Services include up to [NUMBER] planning meetings of up to [MEETING LENGTH] each, up to [NUMBER] site visits, and email or phone support during business hours of [SUPPORT HOURS]. Anything not listed above is outside the Services and is quoted separately. The Planner will not perform physical labor beyond light placement of personal items, and will not act as a licensed caterer, bartender, florist, or transportation provider.

3. 3. On-Site Coverage and Overtime

The Planner will be on site on the Event date beginning at [ON-SITE START TIME] and continuing until [ON-SITE END TIME], for a total of [CONTRACTED HOURS] hours of coverage, with [NUMBER] assistant coordinators included. Coverage includes vendor arrival management, setup supervision, timeline execution, guest flow, and breakdown handoff to the venue. Hours beyond the contracted coverage are billed at [OVERTIME RATE] per hour per staff member, charged in [OVERTIME INCREMENT, e.g., 30-minute] increments, and must be authorized in writing or by text message from the Client on the Event date. If the Event runs long because of a delay caused by the venue, a vendor, or the Client, overtime still applies. The Planner will confirm the anticipated overtime charge with the Client before the additional time begins whenever circumstances allow.

4. 4. Vendor Sourcing and Coordination Authority

The Planner will research and recommend vendors, obtain proposals, and coordinate schedules, deliveries, and load-in windows. Unless the Parties select the agency option below, all vendor contracts are signed directly by the Client, all vendor payments are made directly by the Client, and the Planner acts only as a coordinator with no authority to bind the Client. Agency option: the Client authorizes the Planner to sign vendor contracts and issue payments on behalf of the Client up to a limit of [SIGNING AUTHORITY LIMIT] per vendor, using funds provided in advance by the Client. The Planner does not guarantee the performance, pricing, quality, or attendance of any third-party vendor and is not liable for vendor acts or omissions. The Client may select vendors not recommended by the Planner, in which case the Planner will coordinate with them but assumes no responsibility for their work.

5. 5. Budget Management and Client Funds

The Parties have set a working Event budget of [TOTAL BUDGET], allocated across categories in the budget worksheet attached as Exhibit A. The Planner will track spending against that budget, flag variances, and notify the Client in writing before any category exceeds its allocation by more than [VARIANCE THRESHOLD, e.g., 10 percent]. Any funds the Client advances to the Planner for vendor payments will be held and applied solely to Event costs, accounted for in writing, and any unused balance returned within [FUND RETURN PERIOD, e.g., 30 days] after the Event. The Planner does not earn a commission, kickback, or rebate from any vendor unless disclosed in writing to the Client in advance. The Client remains responsible for all vendor costs, taxes, service charges, and gratuities, whether paid directly or through the Planner.

6. 6. Planner Fee, Payment Schedule, and Expenses

The Client will pay the Planner [PLANNER FEE], structured as [FEE STRUCTURE, e.g., a flat planning fee / a percentage of the total Event budget / an hourly rate of RATE per hour]. If the fee is a percentage of budget, it is calculated on the final actual Event spend and reconciled after the Event. Payment is due as follows: a non-refundable retainer of [RETAINER AMOUNT OR PERCENTAGE] due on signing to reserve the Event date, [MILESTONE PAYMENT] due on [MILESTONE DATE], and the balance due no later than [FINAL PAYMENT DATE, e.g., 14 days before the Event]. The Planner is not obligated to perform on the Event date if the balance is unpaid. Payments are made by [PAYMENT METHOD], and amounts more than [LATE THRESHOLD, e.g., 10 days] past due accrue a late charge of [LATE FEE] per month or the maximum permitted by applicable law, whichever is less. The fee covers services within [SERVICE RADIUS, e.g., 40 miles] of [PLANNER BASE LOCATION]. Travel beyond that radius is billed at [MILEAGE RATE] per mile or at actual documented cost for airfare, rental vehicle, parking, and tolls. If the Event or a required site visit is more than [LODGING DISTANCE] from the base location or requires arrival before [EARLY ARRIVAL TIME], the Client will pay for lodging for the Planner and each assigned staff member at a reasonable hotel near the venue. Other reimbursable expenses, including printing, shipping, rentals purchased on behalf of the Client, and vendor meals, will be billed at cost with receipts. Any single expense above [EXPENSE APPROVAL THRESHOLD] requires written approval from the Client in advance.

7. 7. Client Responsibilities and Final Details Deadline

The Client will provide accurate information, respond to requests for decisions or approvals within [RESPONSE WINDOW, e.g., three business days], and deliver the final guest count, seating chart, timeline approval, and vendor contact list no later than [FINAL DETAILS DEADLINE, e.g., 14 days before the Event]. Changes requested after that deadline may not be possible, and the Planner is not responsible for consequences of late or incorrect information. The Client is responsible for securing the venue, all permits and licenses required for the Event, and any event liability or liquor liability insurance the venue requires. The Client will make sure the Planner has access to the venue during the agreed setup window and will identify a single decision-maker authorized to approve on-site changes and overtime.

8. 8. Cancellation and Refund Schedule

The Client may cancel the Event by giving written notice to the Planner. The retainer is non-refundable in all cases because it reserves the Event date and compensates the Planner for turning away other work. Amounts paid beyond the retainer are refunded on the following schedule based on the date written notice is received: more than [TIER 1 DAYS, e.g., 180 days] before the Event, [TIER 1 REFUND, e.g., 75 percent] of amounts paid beyond the retainer; [TIER 2 DAYS, e.g., 90 to 180 days] before, [TIER 2 REFUND, e.g., 50 percent]; [TIER 3 DAYS, e.g., 30 to 89 days] before, [TIER 3 REFUND, e.g., 25 percent]; fewer than [TIER 4 DAYS, e.g., 30 days] before, no refund.

The Client remains responsible for all vendor cancellation charges and non-refundable deposits already committed. If the Planner cancels for any reason other than a breach by the Client or an event described in Section 11, the Planner will refund all amounts paid and will use reasonable efforts to identify a qualified replacement planner.

9. 9. Postponement and Date Change

If the Client moves the Event to a new date, the Client will give written notice as soon as possible and the Parties will confirm whether the Planner is available on the proposed new date. If the Planner is available, amounts already paid transfer to the new date and the Client will pay a rescheduling fee of [RESCHEDULE FEE] plus any increase in the standard rate of the Planner for the new season or day of week. If the Planner is not available on the new date, the change is treated as a cancellation under Section 9 and the Planner will provide referrals to other planners at no charge. A date may be moved only [RESCHEDULE LIMIT, e.g., one time] under this Agreement without a new contract. Vendor deposits, venue fees, and third-party costs are governed by those separate vendor agreements, not by this Section.

10. 10. Force Majeure, Severe Weather, and Venue Closure

Neither Party is liable for failure or delay in performance caused by events beyond its reasonable control, including severe weather, flood, fire, earthquake, epidemic or public health order, act of terrorism, civil unrest, strike, transportation failure, power or network outage, government restriction, or closure of the venue. If such an event makes the Event impossible, illegal, or unsafe to hold on the scheduled date, the Parties will work in good faith to reschedule under Section 10 and the retainer will be applied to the new date if the Planner is available. If rescheduling is not possible, the Planner will retain the retainer plus fees earned for work performed through the date of the disruption and will refund the remaining balance. Outdoor events require a written rain plan submitted by [RAIN PLAN DEADLINE], and the decision to move an outdoor event indoors will be made by the Client no later than [WEATHER CALL DEADLINE, e.g., 24 hours before the Event] after consulting the Planner and the venue.

11. 11. Substitution, Illness, and Failure to Perform

If the Planner or an assigned coordinator is unable to attend the Event because of illness, injury, family emergency, accident, or other circumstance beyond reasonable control, the Planner will make every reasonable effort to send a qualified substitute coordinator from its team or professional network at no additional cost to the Client, and will brief that substitute using the Event documents already prepared. The Client will not unreasonably withhold approval of a proposed substitute. If no substitute can be secured, the liability of the Planner is limited to a refund of all amounts paid by the Client. The Planner will maintain complete and current Event files, timelines, vendor contacts, and floor plans so that another professional could execute the Event, and will provide those files to the Client on request in the final [FILE HANDOFF WINDOW, e.g., 14 days] before the Event.

12. 12. Photographs, Marketing, and Confidentiality

Unless the Client objects in writing, the Planner may photograph the Event setup and design and may use those images and a description of the Event on its website, portfolio, social media accounts, printed materials, and in submissions to publications and industry awards. The Planner will not publish images that identify guests by name, disclose the private address of a residence, or reveal confidential business information without written permission. The Client may request an embargo until [EMBARGO DATE]. The Planner will keep guest lists, contact details, budgets, and family circumstances confidential and will share them only with vendors who need them to perform. Neither Party will use the trademarks or logo of the other outside the uses described here without written consent. These obligations continue after the Event.

13. 13. Liability, Insurance, and Indemnification

The Planner will maintain commercial general liability insurance of at least [LIABILITY COVERAGE, e.g., \$1,000,000 per occurrence] and will provide a certificate of insurance to the venue or the Client on request. The Planner is not liable for injury to guests, damage to the venue, food or beverage service, alcohol-related incidents, or the acts or omissions of vendors, the venue, or guests. Except for gross negligence or willful misconduct, the total liability of the Planner under this Agreement will not exceed the total fees paid by the Client to the Planner, and neither Party is liable for indirect, incidental, or consequential damages, including lost deposits paid to third parties. The Client will defend and indemnify the Planner against claims arising from the Event, from the conduct of guests, or from vendors engaged by the Client, except to the extent caused by the negligence of the Planner. The Client will obtain any event liability and liquor liability insurance required by the venue.

14. 14. Governing Law, Disputes, and General Provisions

This Agreement is governed by the laws of the State of [GOVERNING STATE], without regard to conflict of laws rules, and any dispute will be brought exclusively in the courts located in [VENUE COUNTY AND STATE]. Before filing suit, the Parties will attempt to resolve the dispute by direct discussion for at least [NEGOTIATION PERIOD, e.g., 21 days] and then through non-binding mediation in [MEDIATION LOCATION]. The prevailing Party may recover reasonable attorney fees and costs. This Agreement, with its exhibits and any signed change orders, is the entire agreement between the Parties regarding the Event and replaces all prior proposals and conversations. Amendments must be in writing and signed or confirmed in writing by both Parties. Neither Party may assign this Agreement without written consent. If any provision is unenforceable, the remainder stays in effect.

15. 15. Signatures

By signing below, each Party confirms that it has read this Agreement, understands it, and agrees to be bound by its terms as of the Effective Date. PLANNER: [PLANNER NAME]. Signature: _____. Printed Name: [PLANNER SIGNER NAME]. Title: [TITLE]. Date: [DATE]. CLIENT: [CLIENT NAME]. Signature: _____. Printed Name: [CLIENT SIGNER NAME]. Date: [DATE]. This Agreement may be signed in counterparts, and electronic signatures have the same effect as original signatures on a single document.

16. Disclaimer

This template is provided for general informational purposes only and is not legal advice. Event contracts are affected by state consumer protection rules, venue requirements, liquor licensing, and local permitting, and terms such as non-refundable retainers and cancellation tiers are treated differently across jurisdictions. Review and adapt this document for your own facts, and consult a licensed attorney or your insurer before relying on it for a high-value event. Use of this template does not create an attorney-client relationship with ScanContract.