

### Event Planner Contract

Host: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
Planner: \_\_\_\_\_ Event: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_

This document serves as a binding contract between **{Host's Name}**, hereafter known as "Host," and **{Planner's Name}**, hereafter known as "Planner," signed **{date}**. The Host desires to engage the services of the Planner for the **{Name}** event on **{date(s)}** at **{location(s)}**. Both parties agree to abide by the following conditions:

1. The Event will be as follows: **{Description of event.}**
2. The Planner will be in charge of the following aspects of the event: **{Attach addendum detailing every aspect for which the Planner will be responsible.}**
3. The Host will pay the Planner **\${amount}** for all services rendered or **{number}** hours of work, with the option to negotiate further payment for more hours worked. The Planner will be given an initial amount of **\${amount}** for **{fees, deposits, down payments, etc.}** The Planner will receive the additional **{amount}%** at the completion of the event.
4. In addition to event design, Planner's duties will include but not be limited to **{drawing up contracts for venue/vendor, putting down deposits, etc.}**
5. Necessary lodging/travel costs incurred by the Planner **{will/will not}** be covered by the Host.
6. The Planner agrees to use Host's company logo and no other where desired.
7. The Host agrees to acknowledge the Planner's services in **{place, aspect}**, including the Planner's logo.
8. The Host will not enter into any contracts on behalf of the Planner or without the Planner's knowledge and consent.
9. If the Host cancels within **{days}** of the event they will be refunded **{amount}%** of the original fee. If the Host cancels within **{days}** of the event they will receive **{amount}%**, and after **{days}** no refund will be given.
10. If the Planner cancels, **{he/she}** will either provide a substitute planner or refund the full fee, minus the cost of nonrefundable deposits.

\_\_\_\_\_  
(Host's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Planner's Signature)

\_\_\_\_\_  
(Date)