

Event Consultancy Contract

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

This letter serves as a formal contract between [Consultant Name] ("Consultant") and [Client Name] ("Client") for event consultancy services to be provided for [Event Name] scheduled on [Event Date].

Scope of Services

The Consultant agrees to provide the following services:

- [Service 1]
- [Service 2]
- [Service 3]

Payment Terms

The total fee for the services will be [Insert Amount], payable as follows:

- [Payment Schedule]

Termination

Either party may terminate this contract with [Insert Notice Period] written notice.

Acceptance

By signing below, both parties agree to the terms outlined above.

Consultant Signature: _____

Client Signature: _____

Date: _____

Contact Information

Consultant Contact: [Insert Consultant Contact Information]

Client Contact: [Insert Client Contact Information]

Thank you for choosing [Consultant Name]. We look forward to working with you!

Sincerely,

[Consultant Name]