

Event Planning Service Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are pleased to present this Event Planning Service Agreement between [Your Company Name] and [Client Name] for the upcoming event scheduled on [Insert Event Date].

Scope of Services

The services provided will include but are not limited to:

- Venue selection and booking
- Catering arrangements
- Entertainment coordination
- Decoration and setup
- Event day management

Payment Terms

The total fee for the services will be [Insert Total Fee]. A deposit of [Insert Deposit Amount] is required upon signing this agreement, with the remaining balance due [Insert Payment Due Date].

Cancellation Policy

In the event of cancellation, the client must notify [Your Company Name] in writing. Cancellations made [Insert Time Frame] before the event date will incur a [Insert Cancellation Fee].

We look forward to working together to make your event a success!

Agreement Confirmation

Please sign and return a copy of this agreement to confirm your acceptance of the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Client Signature: _____

Date: _____