

Client Retainer Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Address: [Insert Client Address]

Agreement Overview

This Client Retainer Agreement ("Agreement") is made and entered into by and between [Your Company Name] ("Event Planner") and [Client Name] ("Client") for the purpose of providing event planning services.

Scope of Services

The Event Planner agrees to provide the following services:

- Event concept and design
- Budget management
- Vendor selection and management
- On-site event coordination

Retainer Fee

The Client agrees to pay a monthly retainer fee of [Insert Amount] to the Event Planner. This fee covers the services outlined above and is due on the [Insert Due Date] of each month.

Term of Agreement

This Agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier by either party with written notice.

Confidentiality

Both parties agree to keep all proprietary information confidential and not disclose it to any third parties without prior written consent.

Acceptance

By signing below, both parties agree to the terms of this Client Retainer Agreement.

[Your Name]
[Your Company Name]

[Client Name]