

EVENT PLANNING AGREEMENT

This [EVENT PLANNING AGREEMENT] (the "[TITLE]") is entered into on _____ (the "Effective Date"), by and between _____, with an address of _____ (referred to as the "[PERSON 1]"), and _____, with an address of _____ (referred to as the "[PERSON 2]"), collectively the "Parties."

[List of Services & Payment Terms]

1. During the period of this Agreement, PERSON 1 must perform and provide the following services (collectively, the "Services"):
 - A. _____ (Price: _____)
 - B. _____ (Price: _____)
 - C. _____ (Price: _____)
- 1.1. The Parties agree that PERSON 2 shall pay PERSON 1 for the Services as follows:
 - A. Retainer / Deposit (at signing): _____
 - B. Progress / Interim Payment(s): _____ (e.g., "Planning & Design Fee due on [Date]")
 - C. Final Balance (at completion of the Services): _____
- 1.2. Any invoiced amount that remains unpaid more than _____ days after receipt will accrue a late-payment charge of _____ % per month (or the maximum rate permitted by law).

[Term]

2. This Agreement shall begin on the Effective Date and will continue until [END DATE] or completion of all Services, whichever occurs first, unless terminated earlier as provided herein.

[Termination]

3. This Agreement may be terminated in the following circumstances:
 - A. Mutual Convenience. Either Party may terminate by giving the other Party days' written notice.
 - B. Client-Initiated Cancellation. If PERSON 2 cancels the event:
 - a. More than days before the event date → % of the total contract price is retained.
 - b. days before the event date → % retained.
 - c. Less than days before the event date → 100 % retained.
 - C. Planner-Initiated Cancellation. If PERSON 1 must cancel, all funds received (minus non-recoverable costs) will be refunded and reasonable assistance will be provided in sourcing a substitute planner.
 - D. Upon termination, PERSON 2 must return all of PERSON 1's property, materials, or confidential information within ___ days.
- 3.1. Upon termination, the PERSON 2 will be required to return all the PERSON 1's products or any other content (if any) at their earliest convenience, but not beyond days.

[Governing Law]

4. This Agreement shall be governed by and construed in accordance with the laws of [STATE/COUNTRY], without regard to its conflict-of-law principles.

[Assignment]

5. Neither Party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other Party, except to a lawful successor in interest.

[Dispute Resolution]

6. Any dispute arising out of or in connection with this Agreement shall proceed as follows:
 - A. Negotiation. The Parties will attempt in good faith to resolve the dispute within days after written notice of the dispute.
 - B. Mediation. If unresolved, the Parties shall share equally in the cost of mediation before a mutually agreed mediator within days.
 - C. Binding Arbitration. If mediation fails, either Party may pursue binding arbitration in [City] under the rules of [Arbitration Body]; judgment on the award may be entered in any court of competent jurisdiction.
7. This Agreement constitutes the entire understanding of the Parties with respect to its subject matter and supersedes all prior agreements, oral or written. No amendment is effective unless in a writing signed by both Parties.

The Parties agree to the terms and conditions of this Agreement as evidenced by their signatures below:

PERSON 1

[NAME OF PERSON 1]

[SIGNATURE]

Date:

PERSON 2

[NAME OF PERSON 2]

[SIGNATURE]

Date: