



## EVENT PLANNING AGREEMENT

This Event Planning Agreement ("Agreement") is entered into as of the date of the last signature below (the "Effective Date") by and between:

**Colette's Creative Events**, a Florida-based company ("Planner"), and  
\_\_\_\_\_, residing at \_\_\_\_\_ ("Client").

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### 1. Scope of Services

The Planner agrees to provide event planning services, including but not limited to: consultation, design, coordination, vendor management, and on-site execution for the event described below.

- **Event Type:**
- **Event Date:**
- **Event Location(s):**

Client acknowledges that Planner may travel to provide services and agrees to reimburse any necessary travel-related expenses (see Section 4).

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### 2. Payment Terms

The total fee for services shall be: \$

- A **non-refundable deposit of 30%** is due at the time of contract signing to secure the date.
- The remaining balance is due no later than **5 days** prior to the event date.
- No services will be performed until the deposit is received.

**Refund Policy:**

Once any supplies or services are purchased from a third-party vendor on Client's behalf, those costs are **non-refundable** regardless of event cancellation, postponement, or changes initiated by Client.

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**3. Cancellation Policy**

- If Client cancels the event more than 60 days before the event date, all payments made (except the non-refundable deposit and any non-refundable third-party purchases) will be refunded.
- Cancellations made within 60 days of the event will not be eligible for a refund.

Planner reserves the right to cancel this Agreement for non-payment or breach of terms by the Client. In such a case, all work performed and expenses incurred will be invoiced and must be paid by the Client.

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**4. Travel & Lodging**

If the event is more than **30 miles** from the Planner's business location, the Client agrees to cover reasonable travel expenses including airfare, lodging, transportation, and per diem, as applicable. Planner will provide documentation for approval in advance where feasible.

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**5. Limitation of Liability**

Planner shall not be liable for any failure to perform, delay, or damages caused by circumstances beyond its control including but not limited to natural disasters, acts of God, vendor failures, or governmental restrictions.

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**6. Independent Contractor**

Planner is an independent contractor and not an employee of the Client. Nothing herein shall be interpreted to create a joint venture, partnership, or employment relationship.

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## 7. Governing Law & Dispute Resolution

This Agreement shall be governed by the laws of the State of Florida. Any disputes shall be resolved through binding arbitration in [County], Florida, and both parties waive the right to a jury trial.

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## 8. Entire Agreement

This Agreement contains the full understanding of the parties and supersedes all prior agreements or understandings, whether written or oral. Any amendments must be made in writing and signed by both parties.

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**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the Effective Date.

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### **Client:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Planner (Colette's Creative Events):**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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