

Custom Service Agreement for Event Planning

This Service Agreement ("Agreement") is entered into on _____ (the "Effective Date"), by and between:

Service Provider: Name: _____
Address: _____

Client: Name: _____
Address: _____

1. Description of Services

The Service Provider agrees to plan and coordinate the event described below, providing the following services:

- Event consultation and planning
- Venue selection and booking
- Vendor management
- Guest coordination
- Day-of-event coordination
- Additional services as required: _____

Event Type: _____

Event Date: _____

Event Location: _____

2. Payment Terms

1. Total Fee: _____
2. Deposit Amount: _____ due upon signing.
3. Balance Due: _____ before/on _____
4. Payment Method: _____

3. Responsibilities

1. **Service Provider:** Will provide agreed services professionally and timely.
2. **Client:** Will provide all necessary information, approvals, and timely payments.

4. Cancellations & Refunds

In the event of cancellation by the Client, the following refund policy applies:

If cancelled by the Service Provider, a full refund will be issued unless otherwise agreed.

5. Liability

The Service Provider will not be liable for any loss, damage, injury, or delay caused by circumstances beyond their control.

6. Confidentiality

Both parties agree to keep all confidential information secure and not disclose it to any third party except as required by law or authorized in writing.

7. Agreement Modification

Any amendments or modifications to this Agreement must be in writing and signed by both parties.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of _____.

Service Provider Signature:

Name:

Date:

Client Signature:

Name:

Date: