**Date: [DATE]**

The following contract is being established between \_\_\_\_\_\_\_\_\_\_\_ (client) and \_\_\_\_\_\_\_\_\_\_\_ (event planner) on the date (\_\_/\_\_/\_\_) for providing their services in the field of event planning.

The following terms and conditions should be read and agreed upon by both parties to commence the agreement.

1. The event planner [X] will provide all the services on the exact date of the event i.e., \_\_/\_\_/\_\_.
2. 35% advance shall be paid to the event planners and the remaining 65% shall be given after the event is finished.
3. Event planners are responsible for food, photography, decor, videographers, valet services, car parking, and managing guests' seating.
4. The client will not negotiate the final fees after the event is done.
5. In case of cancellation of the event, the advance payment will not be refunded.
6. Event planners will take instructions from clients before taking any bold steps.
7. No guests should be mocked or made fun of by the event planners or any of their team members.
8. Event planners shall provide all raw data of images and videos within 2 weeks after the event.
9. Event planners shall not upload any image or video of the following event on any social media pages or with anyone else.
10. It is the responsibility of the event planner to provide albums and edited video recordings within 2 months after the event.
11. In case of event cancellation due to any natural cause, the event planner shall keep the advance
12. All the designs for decoration and flower arrangements shall be run through clients before finalizing.
13. In case of a dispute between guests and any member of the planning team, it is advised to avoid the use of harsh language.
14. All the designs and arrangements for the event should be finalized 2 weeks before the event to cater to any changes.
15. Clients will not be entertained by changes while the event is going on.
16. The planner shall cancel the event at any time, but he will be bound to pay all the advance.
17. The event planner shall take all conditions into consideration regarding guests i.e., disabled, ill, or others.
18. Clients may ask for changes 2 days before the event which will be entertained by the event planner.
19. Signature photography and videography should be provided by the event planner.
20. Both parties should agree to all the clauses of the following agreement. In case of contract failure, one party can sue the other on the above-mentioned grounds.
21. Event planners shall provide services for a designated time period on a designated date beyond which they will be not responsible for providing services.
22. After the event, the event planner shall notify clients about all the issues and disputes they encountered during the event.
23. Event planners are responsible for managing security to handle any unforeseen circumstances.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Signature (Client)                 Signature (Planner)

      Date: \_\_/\_\_/\_\_.                        Date: \_\_/\_\_/\_\_