

Sample Contract Form for Event Planning Services

This **sample contract form** for event planning services ensures clear communication and agreement between clients and planners. It outlines essential terms including scope of work, payment details, and cancellation policies. Using this form helps protect both parties and promotes a successful event experience.

Parties	
Client Name:	<div></div>
Client Address:	<div></div>
Planner Name/Company:	<div></div>
Planner Address:	<div></div>

Event Details	
Event Name:	<div></div>
Event Date:	<div></div>
Event Location:	<div></div>
Number of Guests:	<div></div>

Scope of Work
<div>Describe the services to be provided by the planner:</div> <div></div> <div></div> <div></div>

Payment Terms	
Total Fee:	<div></div>
Deposit Amount:	<div></div>
Deposit Due Date:	<div></div>
Balance Due Date:	<div></div>
Accepted Payment Methods:	<div></div>

Cancellation Policy
<div>State the terms for cancellation and applicable fees/refund policy:</div> <div></div> <div></div>

Additional Terms & Agreements

List any other terms or special agreements:

Signatures

Client Signature:

Date: __/__/____

Planner Signature:

Date: __/__/____