

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:	_____
Client Address:	_____
Planner Name/Company:	_____
Planner Address:	_____

Event Details	
Event Name:	_____
Event Date:	_____
Event Location:	_____
Number of Guests:	_____

Scope of Work	
Describe the services to be provided by the planner:	

Payment Terms	
Total Fee:	_____
Deposit Amount:	_____
Deposit Due Date:	_____
Balance Due Date:	_____
Accepted Payment Methods:	_____

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

Additional Terms & Agreements	

List any other terms or special agreements:

Signatures

Client Signature:

Planner Signature:
