



## *Contract and Agreement*

Sweet Social Events Co. agrees to provide event planning and coordination services for the Client's event on the date listed above. Services may include (depending on package): event design and theme planning, venue and vendor coordination, décor setup and takedown, timeline creation and management and on-site coordination. Any additional requests not listed in the agreed package will require a written addendum and may incur extra charges.

### **Payment Terms**

- Total Fee: \$ \_\_\_\_\_
- Deposit: 50% of total fee due upon signing this agreement (non-refundable).
- Final Balance: Due no later than 7 days before the event date.
- Payments may be made via Zelle, Venmo or Cash.

Late payments may result in cancellation of services or a late fee of \$25 per day.

### **Refunds & Cancellations**

- The deposit is non-refundable as it secures your event date.
- If the Client cancels:
  - 30+ days before the event → 50% of total balance refunded (excluding deposit).
  - Less than 30 days before the event → No refund.
- If the Planner must cancel due to illness, emergency, or unforeseen circumstances, a full refund (including deposit) will be issued and assistance will be given to find a replacement planner.

### **Event Changes**

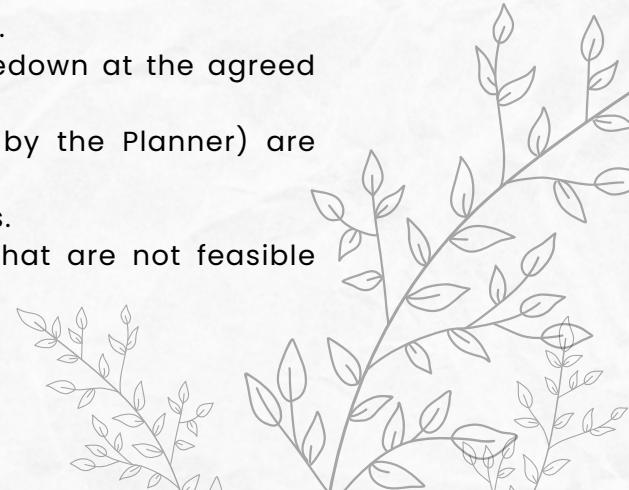
Any major changes (date, location, theme, or guest count) must be communicated in writing at least 20 days before the event.

Additional fees may apply if new vendors, rentals, or décor are required due to changes.

### **Client Responsibilities**

The Client agrees to:

- Provide accurate event details and expectations.
- Grant access to the event venue for setup/takedown at the agreed times.
- Ensure all vendor payments (if not managed by the Planner) are made on time.
- Obtain any necessary venue or permit approvals.
- Refrain from requesting last-minute changes that are not feasible within 48 hours of the event.



## **Planner Responsibilities**

The Planner agrees to:

- Deliver all services as agreed upon in the selected package.
- Maintain communication with vendors and the client throughout the planning process.
- Arrive on time for setup and remain for coordination if included in the package.
- Ensure safe and professional handling of décor and materials.
- Setup & Takedown
- Setup typically begins 2–4 hours prior to event start time (depending on venue access).
- Takedown must begin immediately after event conclusion unless otherwise arranged.
- Client is responsible for any damage or loss of décor items caused by guests, children, or other vendors during the event..

## **Liability**

The Planner is not responsible for:

- Injury, damage, or loss suffered by attendees or third parties.
- Weather-related cancellations or venue malfunctions.
- Vendor performance (baker, DJ, caterer, etc.) unless directly hired by the Planner.

The Client agrees to release and hold harmless Sweet Social Events from any claims or damages related to the event beyond the total amount paid.

## **Force Majeure**

Neither party shall be held liable for failure to perform due to acts of nature, fire, flood, war, pandemic, or other circumstances beyond reasonable control. If this occurs, the Planner will work with the Client to reschedule or refund depending on availability.

## **Photo & Video Release**

The Client grants permission for the Planner to take and use photos/videos of the event décor and setup for marketing, portfolio, or social media purposes.

(If you do not consent, please check here:  Do Not Use My Photos).

## **Confidentiality**

All client information, including budgets, vendor lists, and personal data, will remain confidential and used solely for event planning purposes.

## **Agreement**

By signing below, both parties acknowledge that they have read and understood this agreement and agree to the terms and conditions stated herein.

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

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

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

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

