

# Beautifully Blessed

Events and Décor

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## Event Planning and Decoration Services Contract

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This Event Planning Agreement is entered into \_\_\_\_\_ (The “**Effective Date**”) by and between

Beautifully Blessed Events and Decor (“the **Company**”)

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**And** (the “**Client**”)

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Description

Event Name/Type: \_\_\_\_\_

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

Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Venue Contact Name: \_\_\_\_\_

Venue Contact Number: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Décor Start Time: \_\_\_\_\_

Venue Clean Up Time: \_\_\_\_\_

### Scope of Services:

The Company agrees to provide the following services:

#### 1. Consultation and Planning:

- Initial consultation to understand the client’s vision, budget, and preferences.
- Ongoing communication and meetings to finalize event details, timelines, and coordination with vendors.
- Development of a detailed event plan, including timelines, design concepts, and floor plans.

#### 2. Decoration Design and Implementation:

- Design and creation of custom decor elements tailored to the client's theme and color scheme.
- Provision of all necessary materials, including floral arrangements, linens, lighting, tableware, and other decorative items.
- Professional setup and arrangement of decor at the event venue according to the agreed-upon design.

#### 3. Vendor Coordination and Management:

- Coordination with third-party vendors (e.g., florists, caterers, lighting specialists) to ensure seamless integration of all services

- On-site management of vendors during the event to ensure timely delivery and setup.

#### **4. Event Day Services:**

- Full setup and breakdown of decorations.
- On-site event management, including troubleshooting and ensuring that the event runs according to plan.

#### **5. Post-Event Services:**

- Removal of all decor and materials at the conclusion of the event.
- Coordination of any rental returns and post-event evaluations.

#### **Decoration Expectations:**

- Design Approval: The Company will present a design proposal, including sketches or digital renderings, for the client's approval before any materials are purchased or custom decor is created.
- Materials and Quality: The Company guarantees the use of high-quality materials and craftsmanship in all decorations. Any substitutions due to availability will be communicated to the client for approval.
- Setup and Delivery: The Company will ensure all decorations are delivered and set up at the venue [specified hours] before the event. If the venue has any restrictions or specific requirements, the client must notify the Company in advance.

#### **Payment Plan:**

The total contract value for the services provided is \$ \_\_\_\_\_.

#### **Payment is structured as follows:**

1. Initial Deposit: A non-refundable deposit of 30% of the total contract value or agreed upon deposit of \_\_\_\_\_ due upon signing this contract. This secures the event date and covers initial planning and consultation.
2. Design and Material Fee: An additional 30% of the total contract value is due [90 days] **(Date)** \_\_\_\_\_ before the event date. This fee covers the cost of materials, design work, and vendor deposits.
3. Final Payment: The remaining 40% is due [30 days] **(Date)** \_\_\_\_\_ before the event date. This payment covers the final preparation, setup, and on-site management.
4. Late Payments: Payments not received by the due dates will incur a late fee of 5% of the outstanding balance per week. Failure to make the final payment may result in cancellation of services, with no refund of prior payments.

#### **Additional Charges:**

- Overtime Fees: If the event exceeds the agreed-upon time, overtime fees of \$ \_\_\_\_\_ per hour will apply.
- Extra Services: Any additional services request, including, but not limited to color, theme, décor preferences will outside of the scope of the agreed upon set-up after the contract is signed will be billed separately. A revised invoice will be provided for the client's approval.

#### **Cancellation and Refund Policy:**

- Client Cancellation: If the client cancels the event more than [90 days] before the event date, they are entitled to a 30% refund of any payments made, minus the non-refundable deposit and any expenses already incurred by the Company.
- Cancellation Less Than 60 Days: Cancellations made less than [60 days] before the event will result in the forfeiture of all payments made.
- Company Cancellation: The Company reserves the right to cancel the contract due to unforeseen circumstances (e.g., natural disasters, illness). In such cases, 30% of the payments made will be refunded not including the non-refundable deductible.

**Client Responsibilities:**

- Venue Access: The client is responsible for ensuring that the venue is accessible to the Company’s team at the agreed-upon times for setup and breakdown.
- Permits and Licenses: The client must obtain any necessary permits or licenses required for the event.
- Damage and Liability: The client is responsible for any damage caused to the venue or rented decor items by their guests. The client agrees to indemnify and hold harmless Beautifully Blessed Events and Decor from any claims or damages that may arise during the event.

**Force Majeure:**

Neither party shall be liable for any failure to perform its obligations under this contract due to circumstances beyond its reasonable control, including but not limited to acts of God, war, terrorism, or government restrictions. In the event of a force majeure, the parties will work in good faith to reschedule the event or adjust the terms of the contract.

**Confidentiality:**

The Company agrees to maintain confidentiality regarding any personal or sensitive information related to the client and the event. The client agrees not to disclose any proprietary methods or pricing information shared by the Company.

**Dispute Resolution:**

In the event of a dispute arising from this contract, the parties agree to first attempt mediation in good faith. If mediation is unsuccessful, the dispute shall be resolved through arbitration in accordance with the rules of [applicable arbitration body].

**Entire Agreement:**

This contract constitutes the entire agreement between the parties and supersedes any prior discussions, agreements, or understandings of any kind. Any amendments or modifications to this contract must be made in writing and signed by both parties.

**Signatures:**

By signing below, the parties acknowledge that they have read and understood this contract and agree to be bound by its terms and conditions.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Rental Period:**

- Start Date and Time: \_\_\_\_\_
- End Date and Time: \_\_\_\_\_

**Total Rental Cost:** \$ \_\_\_\_\_

**Security Deposit:** \$ \_\_\_\_\_ (refundable upon return of items in good condition)

**Payment Terms:**

- A non-refundable deposit of \$ \_\_\_\_\_ is due upon signing this agreement to secure the rental items.
- The remaining balance of \$ \_\_\_\_\_ is due no later than \_\_\_\_\_ days before the event date.
- Payment can be made via [insert payment methods].

**Cancellation Policy:**

- If the event is canceled by the client, the deposit is non-refundable.
- Cancellations made within \_\_\_\_\_ days of the event will incur a cancellation fee of \$ \_\_\_\_\_.

**Damage, Loss, or Theft:**

- The client is responsible for all rental items during the rental period.
- Any damage, loss, or theft of rental items will result in additional charges to cover the cost of repair or replacement.
- The security deposit will be refunded within \_\_\_\_\_ days after the return of all items in good condition.

**Delivery and Pickup:**

- Delivery and pickup are included/not included in the rental cost.
- If included, delivery will take place on \_\_\_\_\_ at \_\_\_\_\_.
- If not included, the client is responsible for the transportation of all rental items.

**Late Fees:**

- Items returned after the agreed-upon end date/time will incur a late fee of \$ \_\_\_\_\_ per hour/day.

**Liability:**

- Beautifully Blessed Events and Decor is not liable for any injuries or damages that occur during the use of rental items.
- The client assumes all responsibility for the safety and use of rental items.

**Governing Law:**

- This agreement shall be governed by and construed in accordance with the laws of the state of \_\_\_\_\_.

**Signatures:**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Client Name Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Beautifully Blessed Events and Decor**  
**Representative Name Signature**