



Event Planner Contract

Host: _____ Title: _____ Company: _____
Phone No. _____ Email: _____
Fax: _____ Address: _____
Planner: La Tosha Mayes Event: _____
Company: aMAYESing Events, Inc. Phone No. (312)971-7279
Email: amayesingeventsinc@gmail.com Fax: NA please use efax

This document serves as a binding contract between aMAYESing events, hereafter known as "Planner," and _____, hereafter known as "Host," Both parties initial in agreement of this binding contract / _____. The Host desires to engage the services of the Planner for the {Type of Event _____} on this day; {_____/_____/_____} and at the selected (location _____). Both parties agree to abide by the following conditions:

- 1. The type of event will be as follows:
2. The Planner will be in charge of the following aspects of the event:
3. The Host will pay the Planner \$ {full amount for planning services prior in the amount of: \$ _____} for all services rendered or, with the option to negotiate further payment for more hours worked. In addition to paying for planning fee, the planner will be given an initial amount of {\$ _____} 50% for {fees, deposits, down payments, etc.} The Planner will receive the ending balance for all vendor contracts in the amount of {\$__} 100% at one week prior to the actual event date ___/___/_____.
4. In addition to event design, Planner's duties will include but not be limited to {drawing up contracts for venue/vendor, putting down deposits, etc.}
5. Necessary lodging/travel costs incurred by the Planner {will/will not} be covered by the Host.
6. The Host will not enter into any contracts on behalf of the Planner or without the Planner's knowledge and consent.
7. If the Host cancels within {90 days} of the event they will be refunded {full amount}% of the original fee. If the Host cancels within (60 days} of the event they will receive {50% of

the fee}, and after {30 days} no refund will be given.

8. If the Planner cancels, {he/she} will either provide a substitute planner or refund the full fee, minus the cost of nonrefundable deposits.

(Host's Signature)

(Date)

(Planner's Signature)

(Date)