



Majestic Moments Event Planning

Event Planning, Invitations, Favors, Table Design, etc.

Contact First Name _____ Last Name _____

Home Phone: _____ Cell Phone: _____ Fax _____

Client Name _____ Client Phone Number _____

Street Address _____

City _____ State _____ Zip Code _____

E-mail address _____

Type of Event: _____ Date of Event: _____

Budget for Event: _____

Services requested: _____

Attached is a checklist of services offered and pricing

Deposit Amount: _____

Deposit Date: _____

First Payment: _____

Payment Due Date: _____

Second Payment: _____

Second Payment Date: _____

Balance Due: _____

Balance Due Date: _____

Payments must be made on the due dates, if the payments are not made on the payment due date, a \$10.00 late charge will be assessed. Balance must be paid in full by event date, if balance is not paid in full by the event date a \$50.00 late fee will be charged the day after the event, and an additional \$50.00 fee will be charged every month for the duration of time the account remains past due.

Our goal is to delight our clients by providing professional and excellent service. One way to ensure this is to make sure we have a clear understanding with each other. These are the terms of our agreement together:

Authorization. The above-named client is hiring *Majestic Moments Event Planning (Majestic Moments EP)*, as an independent contractor for the specific Event. *Majestic Moments EP* will ensuring that everything discussed and planned is executed on that day according to the client's specifications. The client hereby authorizes *Majestic Moments EP* to access vendors, and other persons/organizations, to obtain all information and products needed to execute all event planning duties and ensure the success of the client's event. The client also authorizes *Majestic Moments EP* to display photos of all completed designs on the company web page and other social media sites as applicable by law.

- **Standard Event Planning Package Includes:**
Event coordinating for the day of the event. This includes and is not limited to meeting and greeting guest, contacting vendors on day of event, keeping track of time and maintaining timeliness of event, working with vendors and overseeing vendor set up and clean-up of venue. Any other function agreed upon by the two parties and specified in the services checklist attached.
- **Standard Decorating Packages Include:**
Decorating the event. This includes and is not limited to setting up and taking down of decorations. This does not include the setting up and breaking down of table and chairs at venue unless agreed upon in advance, if agreed upon, there will be an additional fee for setting up and breaking down of tables and chairs. Any other function agreed upon by the two parties and specified in the services checklist attached.
- **Full Service Packages Include:**
Coordination of event from date of hire until date of event. Coordinator will reach out to vendors, schedule and oversee all appointments and bookings. Work with the client securing all vendors for the event. Show up at all scheduled meetings with client, serving as a liaison, making sure client's needs are met. Work with the vendors before and on the day of the event. Be present the day of the event to coordinate. This includes and is not limited to meeting and greeting guest, contacting vendors on day of event, keeping track of time and maintaining timeliness of event, overseeing vendors and other services. Any other function agreed upon by the two parties and specified in the services checklist attached.

(The client will pay for all supplies for the event. Majestic Moments EP will not provide any finances upfront to cover ordering of supplies or designs.)

Cancellation Policy.

If the client decides not to use *Majestic Moments EP* for said event, a full refund of the *event coordinator fee* will be given if cancellation is made 6 months prior to the event date, minus fees incurred for supplies and other incidentals that the client is contracted to pay for. A 50% refund of the *event coordinator fee* will be given if cancellation of services occurs within 3 months of event, minus fees incurred for supplies and other incidentals that the client is contracted to pay for. If the client cancels with less than 3 months before the event, no refund will be given for the *event coordinator fee*. Any outstanding charges, not pertaining to the *event coordinator fee*, will be deducted prior to any refund being issued.

Copyrights and Use of Designs.

Copyright to the finished product and designs created by *Majestic Moments EP*, are owned by *Majestic Moments EP*. You agree to allow pictures of designs from your event to be photographed and its likeness used on the company's website, Facebook page, and other social media outlets. *Majestic Moments EP* retains the right to display finished designs and elements thereof as examples of the company's work in a respective portfolio.

Damages:

Any damage to inventory including, but not limited to table clothes, sashes, chair covers, vases, drapery, backdrops, chairs, decorating supplies, etc. will be covered by the client. The amount calculated for damages will be deducted from the security deposit.

Security Deposit.

A security deposit in the amount of **\$250.00** is required when signing the contract. The security deposit is refundable, within **30 days** of signing the contract if you decide not to use *Majestic Moment EP's* services, minus fees incurred for any supplies ordered or services rendered. After **30 days**, the deposit will be forfeited if you decide not to use *Majestic Moment EP's* services. Two weeks after the event, the deposit will be refunded, minus the amount to cover any damages to property supplied by *Majestic Moments EP*.

Payment of Fees.

Payments must be made on the due dates, if the payments are not made on the payment due date, a **\$10.00** late charge will be assessed. Balance must be paid in full by event date, if balance is not paid in full by the event date a **\$50.00** late fee will be

charged the day after the event, and an additional **\$50.00** fee will be charged every month for the duration of time the account remains past due.

Fees.

Fees to *Majestic Moments EP* are due and payable on the following schedule: The *security deposit* will be due on the date the contract is signed to secure services for the date of your event. **50%** of the *coordinator fee*, upon signing this contract will be due within **14 business days** from the date the contract is signed. The remaining balance for the *coordinator fee* will be due **on or before the event date**. Fees for *services* will depend on the client's needs and a *deposit* of **50%** of the total amount will be due before any *services* are performed or *supplies* are purchased. The *remaining balance* will be due **8 weeks** before the scheduled event unless specified in the contract. Any payments that are late will be subject to a fee.

Legal.

Majestic Moments EP, shall not be in default of any obligation under the Agreement if the failure to perform the obligation is due to any event beyond *Majestic Moments EP* control, including, without limitation, natural disaster, war, riot, insurrection, epidemic, strikes or other organized labor action, terrorist activity, or other events of a magnitude or type for which precautions are not generally taken in the industry.

Sole Agreement.

The agreement contained in this "Event Planning Agreement" constitutes the sole agreement between *Majestic Moments EP* and the client regarding all aspects *Majestic Moments EP* has been contracted for in reference to planning the aforementioned event. Any additional work not specified in this contract must be authorized by a written change order. All *prices* specified in this contract will be honored for **30 days prior** to both parties signing this contract and will be effective until the date of the event, once the contract is signed. Any additional charges incurred not included in the contract, for example, adding additional guest, requesting additional services, etc., must be paid before the date of the event.

Initial Payment/ Deposit and Refund Policy.

Upon execution of this agreement, an *initial payment* is due 14 days after signing, **50%** of the *coordination fee* is due. The remaining **50%** must be scheduled to be paid **on or before** the event date. A deposit of **50%** of the fee for *supplies* for the event shall be made before any items are purchased. The remaining fee for supplies for the event shall be paid at least **8 weeks** before the event to allow for proper planning. If the client applies for a *refund* prior to **6 months** before the event date, the refund policy aforementioned above will apply. When receiving a refund, fees incurred from supplies and other incidentals not related to the coordinator fee, will be deducted from the initial payment, if charges have not been previously rectified. The difference shall be returned to the client. If, at the time the client request a refund, supplies have been purchased that are equal to or more than the deposit amount, no refund shall be given and the client will be required to remit payment for the additional balance immediately. No portion of the deposit will be refunded unless a written request is made. A *refund* will be provided within **30 days** of the date of the request.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first written above.

The Client

***Majestic Moments Event Planning Administrators
Yvette Donaldson & Michele Holmes***