**ZEN-FIT REHAB STUDIO**

Zen-Fit Rehab Studio Event Planner AGREEMENT

This AGREEMENT of PARTNERSHIP is made as of [Date], by and between Zen-Fit Rehab Studio.

# Name

The name of the Partnership shall be [Partnership Name].

# Term

The Partnership shall begin on [Date], and shall continue until [Date] of the Event and thereafter from the date of the first consultation to the end of the even unless earlier terminated as hereinafter provided.

# Purpose

The purpose of the Partnership shall be to service and all needs of the event requested by the partnership, such a venue booking, catering, invitations, decorations etc.

# Meetings

Periodic meetings shall be held regularly as determined by the Partnership.

# Payments

The Partnership agrees that they will make the payment of $ in full or deposits in the amount of on the dates of set forth by Zen-Fit Manager.

# Termination of Event Services

In the case that an event is Terminated upon request of Partners.

In the case of Termination Deposit is non-refundable, only based on owner’s decision can deposit be refunded to the Partner.



**Contract for Event Planning Services**

Client Name:

Event Date:

**Services Include**

* Initial Consultation
* Vendor Referrals (to accommodate your budget)
* Setting up and attending vendor meetings
* Follow up with vendors throughout the planning phase of your event
* Final meetings: The week of your event to go over final details and concerns you may have including:
1. Itinerary
2. Guest List
3. Collection of all items Zen-Fit Staff will transport the day of event
* Zen-Fit will be available via phone and/or E-mail throughout the entire planning process (expect response within 1-2 business days).
* Zen-Fit Staff will arrive on time to set up for the event (contingent upon the access of venue). Zen-Fit Staff will remain on-site throughout your entire event and will leave approximately 30 minutes after entertainment has finished.
* Zen-Fit responsibilities at the event will include:
1. Keeping party running smoothly from start to finish according to your itinerary
2. Coordinating with vendors to supply for event (music, food, transportation, venue
3. Dealing with any problem/issue that may arise
4. Set-up and clean up of client’s choice
5. Travel Accommodations if necessary
6. Zen-Fit products to be sold of client's choice (ItWorks and Avon)
* Payments:
1. Deposit of $
2. Amount paid in full by the day of the event
3. Payment can be made in **CASH** or by **CREDIT CARD** using our Stripe Merchant account. We also have Click and Pay through Invoice bus which gives you an invoice and allows you yo pay
4. Please note that we will charge more money if over the initial budget
* Termination of event
1. Deposit is **NON-REFUNDABLE BASED ON TIME AND WORK SPENT ON EVENT.**
2. Only based on Zen-Fit Owners' decision can deposit be refunded

**TOTAL FEE:**

**DEPOSIT REQUIRED:**

**DATE RECEIVED:**

**FINAL BALANCE DUE:**

**NAME: DATE:**

**Owner**

**NAME: DATE:**

**Client**