ACTUALITÉ EVENT & DESIGN

Bringing Your Innovation Into Reality

EVENT PLANNER
Service Agreement

Client Information

Client Name: _____ Event Date: _____

Type of Event: _____ Event Location: _____

Start Time: _____ End Time: _____

Event Details

Event Theme: _____

Event Colors: _____

Other Event Details: _____

Services

○ Full Event/Party Planning ○ Day Of Event Coordination

$1,000 *$750*

Additional Services

○ Floral Centerpieces $175 Tall/ $95 Low

○ Custom Menus $10

○ Tablecloths $25

○ Napkins $2

Collection Price: _____ Taxes: _____ Total: _____

Travel Fee: _____ Hotel Fee: _____

Additional Services: _____

Grand Total: _____ Deposit: _____ Balance Due: _____

Email:
Info@actualiteeventplanning.com | Phone Number: 561-891-6846 | Website:
www.actualiteeventplanning.com

Agreement/Jurisdiction::

The person(s) whose signature(s) appear on this contract, known as "Client", agrees that Actualité Event & Design known as "Event Planner", shall provide planning services for their events to the best of their abilities, in the manner described in this document. This is a binding contract that incorporates the parties' entire understanding, and any modifications must be in writing, signed by both parties, and physically attached to the original agreement. Client assumes responsibility for all collection costs and legal fees incurred should enforcement of this contract is broken.

Services:

The Event Planner services are to perform the following services for the Client.
- Design & Décor
- Planning
- Theme Development
- Vendors Coordination
- Event Coordination
- Set Up/Break Down

Event Planner Responsibilities :

The Event Planner services are to perform the following services for the Client
- E-mail confirmation reserving the date, time and location of the wedding day and rehearsal services if applicable.
- Review of all vendor contracts and confirmation of vendor services 1 - 2 weeks prior to the event day.
- Assistance in development of the event day itinerary.
- Directing services on the event day for a maximum of four to six hours.
- Provision of complete event emergency kit.

Client Responsibilities :

- The Client understands that they are responsible for paying for vendor products and services in full.
- The Client shall not change the date, time or location of the event without first contacting and advising The Event Planner of said change so as to determine if the Event Planner is still available to provide services.
- If the Client does change the date, time or location of the scheduled event, and the Event Planner is unavailable to provide services, then the Event Planner is released from all contract obligations, and shall in no way be held responsible or liable in any manner whatsoever for non-performance. The Client also forfeits the Event Planner fee for non-compliance with this agreement.
- A retainer fee of 50% of the entire package MUST be paid in advance and is required, along with a signed contract, to book a date and time for an event. Retainer fees are not refundable should the event be cancelled for any reason.

- The Client agrees to pay to the Event Planner a service fee for the Service selected plus any mutually agreed upon additional services or unusual travel expenses that the Event Planner may incur. The remaining balance is due two weeks before the Event date. A $50 discount is provided for the Client choosing to pay in full upfront which is non-refundable. If the balance is not received two weeks before the event date then the time and date of reservations are canceled and may be booked by other parties, without exception, and without notice. Reservations made with less than 21 days remaining until the event require a 100% non-refundable payment. Should reservations be canceled with 21 days or less remaining before the event date, payment in full is required to avoid legal action. Payments made in full at the time of retaining Event Planner services are forfeited in full if the reservation is canceled within 21 days of the event date. There is a $45 return check fee on all returned checks.
- For events that are over 40 miles round trip from Palm Beach County there will be an additional travel fee to be determined by the Event Planner depending on location. The travel fee is to be paid two weeks before the Event date. If applicable, The Client agrees to pay the Event Planner a travel fee of $500.
- The Client accepts responsibility for purchasing items needed for the event. If The Client requests any special provisions or services from the Event Planner, these details shall be submitted in writing no later than three weeks before the wedding date. The details and fee structure will then be noted in an addendum to this contract.

Method of Cancellation:

In the event of a cancelled or rescheduled event, Actualité Event & Design requires a notification in writing prior to the original Event date. This is the only method of cancellation We will accept. The down payment is non-refundable in any case of cancellation.

1. Client: The Client may cancel this Agreement at any time. If the Client cancels less than 60 days prior to the Event Date, the Client will not be entitled to a refund.
2. Actualité Event & Design: The Planner may cancel this Agreement at any time. If the Planner cancels, the Planner must provide a suitable, replacement Planner, subject to the Client's approval, which shall be obtained in writing. In the alternative, the Planner shall refund all monies previously pain by the Client, with the exception of any non-refundable deposits, which were agreed to by the Client.

Over time:

On the noted event date, the number of hours offered is meant to begin when the Event Planner walks into the first venue and ends when they complete breakdown at the last location. All overtime will be billed and is to be paid at the overtime rate of $200 per hour.

Injury/loss:

The noted party agrees that Actualité Event & Design shall not be liable for any personal injury, loss or damage to property occasioned by any act or omission of the Event Planner.

General Provisions:

- The Event Planner shall arrive at the event location at an agreed upon time to meet the vendors at least three hours prior to the start of the event. The Client fully understands and agrees that The Event Planner shall not be responsible or held liable in the event the Event Planner is prohibited from providing wedding day services due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as hurricanes or inclement weather or other unforeseen incapacitation or other cause of non-arrival on the day of the wedding. The Event Planner will make every attempt to notify The Client and to provide for a substitute Event Planner who can provide services if time and resources permit. In any event, The Event Planner, his agents and assigns shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any wedding services resulting from such incapacitations, non-arrival, errors and/or omissions of any type.
- The Client gives permission and shall allow the Event Planner to post a photograph(s) of them, the event setting on the Event Planner's website for viewing by the internet community. The Client acknowledges that this is for promotional purposes only and they do not expect any compensation of any kind. There shall be no expiration period for this permission.
- The Event Planner gives permission and shall allow the Client to use any photographs, videos or other recording media in which the Event Planner is in, or part of, in any manner or for any purpose they wish.
- This agreement or any attachments constitutes the entire agreement between the parties and may not be modified except in writing signed by both parties or by the acknowledgement of e-mail received by both parties. No other representations or promises have been made except those that are set out in this agreement. If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and remain in full force and effect.
- In the event that any vendor cancels prior to the date of the event, the Client agrees that the Event Planner may substitute a new vendor with or without advance notice to the Client at its discretion and any additional costs to be paid by the Couple.

Meals:

If Actualité Event & Design is at the event more than six hours the Event Planner and any assistants must be provided a meal at the reception.

Dispute:

In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will entitled to its legal fees, including but not limited to its attorneys' fees.

Payments:

A retainer fee of half of the collection amount is due at the time of booking; this payment is non-refundable and must be paid in order to secure your event day. Last half needs to be paid a week before the event day, unless otherwise agreed upon. If not paid in full by the event day, Actualité Event & Design has the right to not show up to the event.

Late Payments:

For whatever reason if the client has not paid the Event Planner the agreed amount by a certain date there will be late charges for every week the payment is late. All extra fees will be added to the invoice.

Governing Law:

The Parties that this Agreement shall be governed by the State and/or Country in which both Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

Additional Notes

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_____

_____

_____

100% (one hundred percent) of the payments paid are forfeited if this Event Planner Contract is broken, cancelled or terminated prior to and including the noted wedding date.
I have read, understand and agree to the terms and conditions of this Agreement.
Each person signing as Client below shall be fully responsible for ensuring that full payment is made pursuant to the terms of this Agreement.

_____   _____
            Client   *Date*

_____   _____
         Event Planner   *Date*