

Elegance

Event Planning Contract

Contracting Party: _____
(Full names of parties)

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ E-Mail Address: _____

Home Phone: (____) _____ Work Phone: (____) _____

Mobil: (____) _____

Event Date: ___/___/___ Church Time: _____ am / pm Reception Time: _____ am / pm

Guest Size: _____ Hotel Accommodations Needed: yes / no Arrival Qty. Estimate: _____

Event Location: _____

Type of Event: _____

Packages Include*:

- 30-40 hours of Planner Services
- Event Book Check-off list
- Reception Hall & Ceremony
- Catering & Pastry
- Photography
- Honeymoon Trip
- One-Day-Spa
- Beauty Salon
- Hotel Accommodation
- Décor
- Invitation Arrangements
- Transportation Accommodation
- Attire Accommodations
- Floral Accommodations
- Music Accommodations
- Gift Registry
- Vows assistance

*Some of the Packages available through *Elegance Event Planners* have coupons, discounts, or special offers.

Approximate Expenditure Estimates*

Guests

	100	200	300
Reception Hall	\$ 2500-9000	5000-11000	6000-11000
Ceremony	\$ Depending	Depending	Depending
Catering	\$ Included	Included	Included
Pastries	\$ Included	Included	Included
Photography	\$ 350-850	350-850	350-850
Honeymoon Trip / Vacation	Depending	Depending	Depending
One-Day-Spa	\$ 45-200	45-200	45-200
Beauty Salon	\$ Included	Included	Included
Hotel Accommodation(s)	\$ Optional	Optional	Optional
Event Décor	\$ 600-1200	1200-2400	2400-3500
Invitation Arrangements	\$ 100-500	100-500	100-500
Transportation Accommodation	\$ 150-500	150-500	150-500
Attire Accommodations	\$ 1000 & Up	1000 & Up	1000 & Up
Floral Accommodations	\$ Included	Included	Included
Music Accommodations	\$ Included	Included	Included
Misc. for extra needs	\$ 2000	2000	2000
Approximate Total Estimates ¹ :	\$ 7220-14900	10320-18300	12520-18300

*These are just estimates of potential expenditures. They can be adjusted to suite customer depending on the sub-contracting estimates / prices.

Contract Fee:

The contract fee is of \$500.00 and is due at the signing of this contract and 25% package deposit.

¹ Amounts are estimates, not actual prices, prices will be determined on an individual bases and as purchasing is made. Furthermore, packages have different rates with different package accommodations, depending on the reception hall.

Budget, Planning Fee, & Purchase Expenses:

Budget is set by the client and can be negotiated.

The Planning fee is 20 % of the total budget designated in the amount of \$_____.

A. Budget for purchase expenses² alone and then add the 20% planning fee. Example: Budget-\$10000 (for expenses, sub-contracts, labor, etc.) add the Planning fee of \$2,000 (20%) added to total \$12000.

X_____

B. Budget includes the total amount of purchases and planning fee. Example: Budget amount is \$10000 x 20% = \$2000 Planning fee and \$8000 for purchases.

X_____

C. If upon completion or termination of the project and the purchase expenses are less than the Planning fee, than the percent will be taken on the total purchases. Example: Budget-\$10000, planning fee is \$1500 and final total purchase expenses are \$3000, than the Planning fee is 20% of \$3000 or \$600.

Booking:

Planning for an event takes approximately eight (8) months of anticipation. Booking should be no later than seven (7) months in advance of the event date to allow sufficient planning for both the parties involved and the planners and sub-contractors.

Invoicing and Payment(s):

All fees due to any expenses made or payments for sub-contracts can be made by the customer or given to *Elegance Event Planners* and a receipt will be issued. A final Budget will be delivered to the customer in the form of invoice one month prior to the event date. **Balance is due fifteen days prior to the scheduled date above.** Upon completion or termination of the stated contract, an itemized purchase expenses and planning fees invoice will be issued outlining all purchases made, labor, sub-contracts, hourly wages, consulting fees and discounts, and purchases made by *Elegance Event Planners*. In the event that the planner(s) exceed the 40 hours, than an additional \$100.00 charge will be added per additional hour. All receipts of the purchases made will be given to the above stated client and copies to *Elegance Event Planners*. Payments in the forms of checks should be made to *Elegance Event Planners*. All returned checks for insufficient funds will be charged an additional \$35. Any bank charges issued to *Elegance Event Planners* will be transferred to the above stated client on the invoice. Any checks or cash received by *Elegance Event Planners* for the purchases of accessories or materials will not be considered as an income for *Elegance Event Planners* and therefore can not be claimed on a 1099 Misc. form for income tax purposes. The balance due and paid for as planning fees however can be used for a 1099 Misc. form. No business checks are accepted.

X_____

² Budget for purchase expenses: for expenses, sub-contracts, labor, arrangements, décor, etc.

Termination:

Termination to this contract must be made prior to 60 days of the event date on this contract. The final balance due is the above said percentage of the sum and sum of all the expenditures made, and any terms of termination that the sub-contracts assessed for the planning of the event by the above party. All termination fees or refunds is stated by this contract and by the sub-contracts signed by the above stated parties.

Additional Terms:

Any and all rules, policies, terms, and clauses of any sub-contract(s) are honored by *Elegance Event Planners*. By signing this contract, the parties above also consent to the sub-contractors policies, rules, terms, and clauses. *Elegance Event Planners* shall not be liable for any damage, loss or injury to any person or property (including customer) arising out of or resulting from any act of omission of *Elegance Event Planners*, except such as may result from *Elegance Event Planners* negligence or willful misconduct. *Elegance Event Planners* shall not be liable for any amount that would exceed the amount of the planning fees. *Elegance Event Planners* will not tolerate inappropriate behavior of attending guest. Any such behavior that might cause harm to the property, equipment and or staff of any sub-contractor or *Elegance Event Planners* personnel, may warrant immediate termination of the event, with no refund of any fees by *Elegance Event Planners* and the entire event balance due, to be payable to *Elegance Event Planners*. If the event day is delayed due to circumstances beyond the control of *Elegance Event Planners*, such as hazardous weather, acts of God, War, fire, or any uncontrollable reasons, *Elegance Event Planners* will attempt to fulfill this contract by adjusting the time or the fee accordingly, in order to satisfy you the customer.

This contract is a legal and binding agreement of all parties involved for the event planning for the above mentioned parties.

Signing of this contract affirms all terms stated.

_____	_____	<i>Elegance Event Planners</i>
Elegance Manager	Date	
_____	_____	
Elegance Event Planner & Rep#	Date	
_____	_____	Interior Décor & Event Planning
Client	Date	Tori Cuddigan
_____	_____	Owner & Planner
Client	Date	(956) 645-4387 (719) 375-0525
		3305 Austin Bluffs Pkwy #10
		Colorado Springs, Co 80918
		E-mail:
		elegancedesigns@yahoo.com

