

# **“A Glorious Time!” Event Planning & Consulting**

## **Client**

### **Event Contract and Agreement**

This Agreement is made effective as of \_\_\_\_\_, by and between **"A Glorious Time!" Event Planning & Consulting**, 3060 Raven Trace, Fairburn, Georgia 30213 **"Consultant,"** and \_\_\_\_\_ **"Client and/or Client Agent"** located at \_\_\_\_\_ "Client and/or Client Agent's" address. In this Agreement, the party who is providing the services shall be referred to as "Consultant" and the party who will be receiving the services shall be referred to as "Client and/or Client Agent."

"A Glorious Time!" Event Planning & Consulting represents that it has access to the resources necessary to effectively and efficiently coordinate a successful event. In addition, "A Glorious Time!" Event Planning & Consulting operates in accordance with the USDA policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, familial partners, religion, and or national origin.

To ensure quality control of all aspects of the event, "Consultant" requires that "Client and/Client Agent" select from our preferred list of caterers, rental agencies, wedding officiates, ministers, musicians, bands, DJ's, entertainment, photographer's and videographer's, pastry chefs, hotels, private estates and small lodging properties who not only provide exceptional service, but offer great value. The above mentioned, each with their own particular areas of expertise, are reputable individuals/entities and have demonstrated the level of professionalism and talent required by "A Glorious Time!" Event Planning & Consulting. These factors guarantee a secure time-line as it pertains to scheduling each aspect of an event all while keeping the client within his/her/their particular budget.

The "Client and/or Client Agent" represents that the "Client and/or Client Agent" plan to have his/her event on \_\_\_\_\_(date) and desire to have the event coordinated by "A Glorious Time!" Event Planning and Consulting.

Therefore, the parties agree as follows:

**1) DESCRIPTION OF SERVICES:** "A Glorious Time!" Event Planning & Consulting will provide the following services:

a. All necessary hours of coordination prior to the event as well as any subsequent clean-up upon conclusion of the event. In addition, "Consultant" is responsible for the quality and timeliness of services provided by all subcontractors for the event scheduled for

\_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. located at \_\_\_\_\_.

b. The "Client and/or Client Agent" agrees to exclusively utilize "Consultant" for all of the above services and to provide timely responses to "Consultant's" inquiries concerning these services. The "Client and/or Client Agent" further agrees that "Consultant" is not responsible for any services, subcontractors or events not specifically provided by "A Glorious Time!" Event Planning & Consulting and covered under this contract.

## **2) COMPENSATION FOR SERVICES:**

a. The "Client and/or Client Agent" agrees to pay an initial non-refundable retainer of \$\_\_\_\_\_ and a \$\_\_\_\_\_ non-refundable payment for floral expenses (if floral expenses are applicable). This payment serves as a retainer and is due and payable at the time of receipt of the signed contract from "Client and/or Client Agent."

b. The remaining payments will be billed monthly with the final payment due \_\_\_\_\_. The monthly billing will include required deposits for all services chosen, payment for coordination time at a rate of \$150 per hour, and expenses incurred for phone, postage, and shipping. Billable coordination time includes time spent both on behalf of the "Client and/or Client Agent" and time spent in communication with the "Client and/or Client Agent."

c. Payments may be made via PayPal or cashier's check, only.

## **3) DATE CHANGES:**

In the event the "Client and/or Client Agent" must change the date of the event, every possible effort will be made by "Consultant" to transfer location reservations and sub-contractors to the new date. The "Client and/or Client Agent" agrees that in the event of a date change any expenses including, but not limited to, deposits and fees that are non-refundable and non-transferable are the sole responsibility of the "Client and/or Client Agent." There may also be additional charges above and beyond those set forth in paragraph (2) above. The "Client and/or Client Agent" further understands that last minute changes can impact the quality of the event and that "Consultant" is not responsible for these compromises in quality.

## **4) CANCELLATIONS:**

In the event of a cancellation, all payments made to date are non-refundable and all outstanding payments will be due immediately to "Consultant."

## **5) REMEDIES:**

In the event "Consultant" is unable to collect the required payments for any reason, the following will apply:

a. **Day 1-15:** All coordination efforts will cease

**b. Day 16:** All location and subcontractor reservations made on behalf of "Client and/or Client Agent" will be canceled and collection efforts for any remaining debt to "Consultant" will commence.

**6) LODGING AND ESTATES:** The "Client and/or Client Agent" agrees that any property retained by "Consultant" on behalf of the "Client and/or Client Agent" may require a separate contract.

**7) OUTDOOR LOCATIONS:** The "Client and/or Client Agent" understands that "Consultant" can only provide certain outdoor event locations by special permit from the Federal government or state agencies. The "Client and/or Client Agent" agrees that he/she/they and any invited guests will abide by all permit requirements while on Federal land.

**8) ENTIRE AGREEMENT:** This Contract/Agreement contains the entire agreement of the parties except as noted in paragraph (6) above, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**9) AMENDMENT:** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**10) SEVERABILITY:** If any provision of this Agreement shall be held by a court to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**11) WAIVER OF CONTRACTUAL RIGHT:** The failure of either party to enforce any provision of this Agreement **SHALL NOT** be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**12) APPLICABLE LAW:** This Agreement shall be governed by the laws of the State of Georgia.

\_\_\_\_\_  
**Consultant's Signature**

\_\_\_\_\_  
**Client or Client Agent's Signature**

\_\_\_\_\_  
**Consultant's Printed Name**

\_\_\_\_\_  
**Client or Client Agent's Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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