

# Event Designer/Coordinator Agreement

This Agreement is made effective as of \_\_\_\_\_, by and between

**Ahrt Iz Couture Designs** (Shundra Hill), and

Client's Name(s):

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In this Agreement, the party who is contracting to provide services shall be referred to as **Ahrt Iz Couture Designs** and the party who will be receiving the services shall be referred to as "Client(s)".

**Ahrt Iz Couture Designs** represents that they have an extensive background in all aspects of the event coordination profession and access to a full range of related products and service contacts in the (State of Mississippi) and surrounding area. **Ahrt Iz Couture Designs** is willing to provide services based on this background.

**Ahrt Iz Couture Designs** require that all vendors be selected from their list of preferred caterers, rental agencies, wedding officiates, ministers, musicians, bands, D J's, entertainment, photographers and cinematographer, pastry chefs, hotels, lodges and private estate properties, unless specified and agreed upon by the parties of this agreement. These vendors and service providers have demonstrated superior professionalism and service contributing to the development of a successful business relationship with **Ahrt Iz Couture Designs** and all of their clients.

The Client or agent of the Client represents that the Client plans the event to take place on \_\_\_\_\_ (date) and they desire to have event coordination, and related products and services provided by **Ahrt Iz Couture Designs**.

Therefore, the parties agree as follows:

1) **DESCRIPTION OF SERVICES:** **Ahrt Iz Couture Designs** will provide the following event planning, and/or wedding planning and reception services:

- Event Planner Personal Assistant Services: Consultation, Coordination & On-site Management on the day of the event.
- Needs Assessment & Consultation: Initial meeting with you to discuss & define the fundamental objective underlying your investment of time, energy and resources required to produce the event, and subsequently provide you with an event framework that most directly, efficiently and effectively achieves these objectives.
- Speaker Coordination: Gather pertinent information relative to any/all speakers for this event, including speaker applications, biographies, registrations, photos, and contact information used to create the marketing collateral for your event. Oversee speaker-related travel itineraries, accommodations, contracts and compensation (if needed).

- Scheduling: Manage schedules to ensure that the VIP (you) arrives on time to meetings and events relative to your \_\_\_\_\_ event. Scheduling duties include booking events, making arrangements and managing daily meetings with vendors and their support staff. Upon request, the Event Coordinator may attend as your representative for an additional fee.
- Correspondence: Review and respond to the correspondence that you receive relative to your \_\_\_\_\_ event.
- Research: For an additional fee, may compile research on an upcoming event, travel destination, project or business entity.
- Document Preparation: This can include creating documents, spreadsheets or presentations that you may use for your event.
- Project Management: May direct the \_\_\_\_\_ event and assign duties to other support staff members on a separate project, if needed. **An additional fee and a separate Agreement are required for this service.**
- Floral/Decorations: Consultation, Coordination & On-site Management on the day of the event.
- Formal Wear: Applicable to Weddings & Receptions Only
- Outside Areas: Consultation, Coordination & On-site Management on the day of event.
- Rentals: Consultation, Coordination & On-site Management on the day of the event.
- Music and Entertainment: Consultation, Coordination & On-site Management on the day of the event.
- Transportation: Consultation, Coordination & On-site Management on the day of the event.
- Catering: Consultation, Coordination & On-site Management on the day of the event.
- Photographer and Cinematographer: Consultation, Coordination & On-site Management on the day of the event.
- Lodging: Coordination & On-site Management on the day of the event.
- Ceremony (if applicable): Applicable for Weddings/Receptions Only
- Wedding Officiate (if applicable): Applicable to Weddings/Receptions Only
- Wedding/Reception Coordination (if applicable): Consultation, Coordination & On-site Management on the day of the event.

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

(a) The Client(s) or agent for the Client(s), agree to pay an initial non-refundable retainer of \$250. This payment serves as a retainer, and is due and payable at the time of contract signature.

(b) The remaining payment of \$\_\_\_\_\_ will be due within 30-days before the event date according to this contract.

(c) Payments may be made via cash (up to \$2,000), there after payments are to be made via certified check, or PayPal.

**PERSONAL CHECKS ARE NOT ACCEPTED**

## **3) DATE CHANGES:**

In the event the Client(s) are forced to change the date of the Event, every effort will be made by ***Ahrt Iz Couture Designs*** and staff to transfer location reservations, sub-contractors and the Event Coordinator's support to the new date. The Client(s) agree that in the event of a date change any expenses including, but not limited to deposits and fees, which are non-refundable and non-transferable are the sole responsibility of the Client(s). There may also be additional charges above and beyond those set forth in paragraph 2 above. The Client(s) further understand that last minute changes can impact the quality of the event and that ***Ahrt Iz Couture Designs*** 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.

#### **5) REMEDIES:**

In the event ***Ahrt Iz Couture Designs*** is unable to collect the required payments for any reason the following will apply:

- (a) Day 1-14: A 15% late fee will be incurred;
- (b) Day 15: All coordination efforts will cease;
- (c) Day 16: All location and sub-contractor reservations made on behalf of the Client(s) will be canceled and collection efforts for any remaining debt to ***Ahrt Iz Couture Designs*** will commence.

#### **6) ACCOMMODATIONS:**

The Client(s) agrees that any property retained by ***Ahrt Iz Couture Designs*** on behalf of the Client(s) may require a separate contract.

#### **7) OUTDOOR LOCATIONS:**

The Client(s) understands that ***Ahrt Iz Couture Designs*** may provide certain outdoor locations by special permit from the federal government or state agencies. The Client(s) agree that they and their invited guests will abide by the permit requirements while on federal land. ***Ahrt Iz Couture Designs*** is operated 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.

#### **8) ENTIRE AGREEMENT:**

This 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 all parties.

#### **10) SEVERABILITY:**

If any provision of this Agreement shall be held 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 Mississippi.

***Party Providing Services:***

***Ahrt Iz Couture Designs***

By:\_\_\_\_\_ Date:\_\_\_\_\_

Shundra Hill, Owner/Event Coordinator

***Party Receiving Services:***

Client or Client's agent financially responsible for all the above

By:\_\_\_\_\_ Date:\_\_\_\_\_

By:\_\_\_\_\_ Date:\_\_\_\_\_