



POSH EVENTZ CONTRACT AGREEMENT

THIS EVENT PLANNING AGREEMENT (THE “AGREEMENT”) IS DATED THIS _____ DAY OF _____, _____.

BETWEEN POSH EVENTZ LLC & _____ (CLIENT),

TO PROVIDE SERVICES IN EVENT PLANNING FOR A (circle one):

BIRTHDAY / WEDDING / BRIDAL SHOWER / BABY SHOWER / PROPOSAL /
CHRISTENING / HOTEL ROOM / BUSINESS OPENING

AT THE RESIDENT OR VENUE:

ADDRESS: _____

SERVICE EXAMPLES INCLUDE BUT NOT LIMITED TO:

- ❖ BIRTHDAY
- ❖ WEDDING
- ❖ BRIDAL SHOWER
- ❖ BABY SHOWER
- ❖ PROPOSAL
- ❖ CHRISTENING
- ❖ HOTEL ROOM
- ❖ BUSINESS OPENING

TERM OF AGREEMENT OUTLINE:

1. THE TERM OF THIS AGREEMENT (THE "TERM") WILL BEGIN ON THE DATE OF THIS AGREEMENT AND WILL REMAIN IN FULL FORCE AND EFFECT UNTIL _____, _____, SUBJECT TO EARLIER TERMINATION AS PROVIDED IN THIS AGREEMENT. THE TERM MAY BE EXTENDED WITH THE WRITTEN CONSENT OF THE PARTIES.
2. IN THE EVENT THAT EITHER PARTY WISHES TO TERMINATE THIS AGREEMENT PRIOR TO _____, _____, THAT PARTY WILL BE REQUIRED TO PROVIDE (14) DAYS' WRITTEN NOTICE TO THE OTHER PARTY. (FOR MORE DETAIL, SEE CANCELLATION SECTION BELOW)
3. THE PARTIES AGREE TO DO EVERYTHING NECESSARY TO ENSURE THAT THE TERM OF THE AGREEMENT IS MET AND TAKEN INTO EFFECT PROPERLY.

CANCELLATION

4. PLEASE UNDERSTAND THAT BOOKINGS WITH POSH EVENTZ LLC ARE NOT SOLIDIFIED UNTIL A CONTRACT IS SIGNED AND A FIFTY PERCENT (50%) DEPOSIT IS PAID. FIFTY PERCENT (50 %) OF THE DEPOSIT IS NON-REFUNDABLE. ALL BALANCES MUST BE PAID IN FULL (14) DAYS PRIOR TO YOUR EVENT. NO EXCEPTIONS; AS A RESULT OF NON-PAYMENT YOUR BOOKING WILL BE CANCELLED AND VOIDED. THANK YOU FOR YOUR UNDERSTANDING.

FORMS OF PAYMENT

5. EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, ALL MONETARY AMOUNTS REFERRED TO THIS AGREEMENT ARE USD (US DOLLARS).
6. PAYMENT CAN BE MADE BY CASH, VISA, MASTERCARD, PAYPAL OR DISCOVER OR AMEX. OTHER FORMS OF PAYMENT NOT LISTED HERE ARE NOT ACCEPTED.

EQUIPMENT

7. EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, THE PLANNER WILL PROVIDE AT THE PLANNER'S OWN EXPENSE, ANY AND ALL TOOLS, MACHINERY, EQUIPMENT, RAW MATERIALS, SUPPLIES, WORKWEAR AND ANY OTHER ITEMS OR PARTS NECESSARY TO DELIVER THE SERVICES IN ACCORDANCE WITH THE AGREEMENT.

RETURN OF PROPERTY

- 8. UPON THE EXPIRATION OR TERMINATION OF THIS AGREEMENT, THE EVENT PLANNER WILL RETURN TO THE CLIENT'S HOUSE OR VENUE AND COLLECT ANY EQUIPMENT AND ITEMS USED DURING THE EVENTS. SOME ITEMS SUCH AS BALLOONS CAN BE GIVEN TO THE CLIENT AT NO COST.

LOSS AND DAMAGE

- 9. PLEASE NOTE THAT ALL PERSONS NAMED ON THE CONTRACT ARE RESPONSIBLE FOR ANY DAMAGES ACCIDENTAL OR PURPOSELY AND ARE SUBJECT TO PAY THE COST OF DAMAGES UP TO PURCHASING BRAND NEW EQUIPMENT IF NEEDED.

PAYMENT

- 10. THE PARTIES AGREE TO THE FOLLOWING PAYMENT AND PAYMENT TERMS:

TOTAL FEE FOR SERVICES:

\$ _____

AMOUNT/PERCENTAGE DUE UPON EXECUTION OF AGREEMENT:

\$ _____

BALANCE DUE (14) DAYS PRIOR TO EVENT:

\$ _____

NOTICE TO THE CLIENT: THIS IS A CONTRACT AGREEMENT. YOU ARE NOT BUYING THE EQUIPMENT PROVIDED. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT. YOU ARE ENTITLED TO A COMPLETED COPY OF THIS AGREEMENT WHEN YOU SIGN IT.

IN WITNESS WHEREOF **POSH EVENTZ, LLC** (THE PLANNER) AND _____ (THE CLIENT) DO HEREBY SIGN THIS AGREEMENT ON THIS _____ DAY OF _____, _____.

(CLIENT'S PRINT NAME) (DATE)

(CLIENT'S SIGNATURE) (DATE)

(PLANNER'S PRINT NAME) (DATE)

(PLANNER'S SIGNATURE) (DATE)

