

Event Service Agreement

Bow & Tie Events LLC

20227 77th AVE NE #M203

Arlington, WA 98223

bowandtieeventswa@gmail.com

425-903-2983

This service agreement dated _____, _____.

Between Bow & Tie Events LLC (hereafter referred to as B&T) and

Party 1 (print name)

Party 2 (print name)

(both Party 1 and Party 2 hereafter referred to as client).

SERVICES PROVIDED

- A. The client has received an electronic or physical copy of the package of services they have chosen, _____ PACKAGE _____.
- B. B&T has agreed to provide all the services in the applicable package chosen by the client.

TERM OF AGREEMENT

- A. The length of this agreement (the "term") will begin on the date B&T receives this agreement signed (same date as listed above unless otherwise noted) and will remain in full force and effect until the completion of the services on the day of the event, _____.
- B. The client may cancel services in writing at any time up to 75 days prior to the event () without any additional charges. If the client wishes to cancel services after DATE (74-31 days prior to the event), the client agrees to pay half of the remaining balance (25% of the total balance) \$ _____. If the client wishes to cancel services 30 days or fewer before the event DATE, the remainder of the balance is due \$ _____.
- C. If the client changes the date or location of the event, and B&T is unable to provided services, then B&T is released from all agreement obligations and shall in no way be held responsible or liable for nonperformance. The client forfeits any paid amount associated with this agreement.
- D. If B&T is not able to fulfill the agreement due to an injury or illness, unearned fees will be refunded, and B&T will do their best to find an alternate planner/ day of coordinator.
- E. If B&T or client is not able to fulfill the agreement due to an act of God, the term length of the agreement will extend for 1 calendar year of the original event date. The client's payment amount will transfer to the new event date if the new event date is within 1 calendar year.
- F. The client agree's to not hire any other planner, designer, coordinator or "day of" help for the event.

PAYMENT/ FEE'S

- A. All monetary amounts referred to in this agreement are in USD (US Dollars).
- B. The client agrees to pay the B&T a total amount of \$ _____ (not including any late fee's).
- C. To reserve B&T, a nonrefundable deposit of \$ _____ is required (50% of the total balance).
- D. The remaining balance of \$ _____ is due 30 days prior to the event date _____.
- E. If the client is late for a payment to B&T, a late fee of \$10/day will be added to the amount due.
- F. Payment can be accepted via cash, check (\$25 return fee plus any applicable late fee's on returned checks), card (amount due + 2.75% processing fee) or Venmo to @cortneykuntz.

VENDORS

- A. The client agree's to make payments directly to vendors that B&T may have booked or reserved on behalf of the client.
- B. The client agree's to provide contact names, telephone numbers and any scheduled timetables made between the client and vendors upon booking if the vendors were not booked/reserved by B&T on behalf of the client.
- C. It is the responsibility of the client to notify B&T of any changes within 48 hours of the change. B&T will not be held liable for any changes made by the client or the vendors.

Party 1 _____ Date:

Party 2 _____ Date: