

Event Planning Services Agreement - Terms and Conditions

1. Services Provided:

1.1. **UKFPB** agrees to provide event planning services as outlined in the agreed-upon proposal and contract.

2. Client Responsibilities:

2.1. The Client agrees to provide accurate and timely information necessary for the planning and execution of the event.

2.2. The Client is responsible for obtaining any necessary permits or approvals required for the event.

3. Payments:

3.1. The Client agrees to pay the Company the agreed-upon fees as outlined in the contract.

3.2. Payment schedule and methods will be detailed in the invoice provided by the Company.

4. Cancellation and Refund:

4.1. Cancellation policies and associated fees will be outlined in the contract.

4.2. Refunds, if applicable, will be processed according to the [terms](#) stated in the contract.

5. Changes and Amendments:

5.1. Any changes or amendments to the original event plan must be agreed upon in writing by both parties.

5.2. Additional charges may apply for changes requested by the Client.

6. Liability:

6.1. The Company is not liable for circumstances beyond its control that may affect the event.

6.2. The Client is responsible for any damages caused by their guests during the event.

7. Force Majeure:

7.1. The Company will not be held liable for failure to perform its obligations in the event of unforeseen circumstances, including but not limited to acts of nature, terrorism, or government regulations.

8. Confidentiality:

8.1. Both parties agree to keep confidential any proprietary or sensitive information shared during the course of planning and executing the event.

9. Termination:

9.1. Either party may terminate this agreement in the event of a material breach by the other party.

9.2. Termination details will be outlined in the contract.

11.1. This document constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements.

By signing below, both parties acknowledge and agree to the terms and conditions outlined in this Event Planning Services Agreement.

Client Name: _____

Date _____

signature _____