



The Party Affair, LLC

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

This letter follows our phone/email conversation during which we discussed your upcoming event and my professional role in helping you plan it.

It is my understanding that, you will retain me as a Professional Event Consultant and Event Day Coordinator for your upcoming event scheduled on \_\_\_\_\_.

### **Description of Services**


As a consultant, my role includes:


- Consultations with you via telephone/email
- Assistance in budget determination and breakdown as needed
- Discussion of theme, color, style and complete design
- Research of professionals for your event in each category that fit your event style and budget and to provide you with suggestions and guidance in making the final selections
- Attendance of vendor appointments of your choice
- Professional in-person consultation time throughout the planning process

As Event Day Coordinator, my duties include:

- Visit to site location
- Development of a detailed timeline and floor plan for contracted vendors
- Follow up telephone calls to all contracted vendors 1 – 2 weeks before event day
- On-site coordination and supervision at the site location on the day of your event

### **Conditions**

- I understand that my role will be that of advisor and coordinator. You will make the actual selections of service providers and I will implement those selections.
  - You will make payments directly to the service providers/vendors and not to me. I do not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product. If litigation occurs, it occurs in the jurisdiction where my office is located and the winning party will be reimbursed for attorney and legal fees and court costs.
  - It is your responsibility to provide me with contact names, telephone numbers and any scheduled timetables for all service providers no later than 14 days prior to the event or upon the signing of this letter.
  - It is also your responsibility to notify me of any changes in a timely manner. I shall not be held liable for any changes made by you or your elected service providers.
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The Party Affair, LLC

- I will use my professional judgment when taking action in regard to changes, weather, tardiness, non-performance, etc. based on the situation, time limitations and/or your wishes.
- In the event a venue coordinator is on site I will work with you and the coordinator as needed.

**Fees & Payment Schedule**

Payment will be made as follows:

A non-refundable retainer in the amount of **\$100.00** upon signature of this letter of agreement.

- 50% due on 60 days prior to event date
- Remaining balance due upon completion of services

**Term/Termination**

This agreement will terminate automatically upon completion of the services required by this letter of agreement.

**Employees**

The Party Affair's employees, if any, who perform services for the client under this agreement shall also be bound by the provisions of this agreement.

**Changes/Cancellations**

Any changes made to this letter of agreement must be made in writing and signed by all parties. You may cancel this agreement, in writing, for any reason. If the event is canceled, refunds are limited to unearned fees, funds in excess of unused or non-refundable fees and out-of-pocket expenses. **If you cancel less than 14 days before the event – except for the death of a member of your immediate family – there will be no refund. If the event is not canceled, there will be no refund.**

**Acts of God**

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your event; I will require payment only for the time actually spent planning your event.

If your understanding parallels mine, please sign one copy of this letter and return it to me along with your payment in the amount of **\$100.00**.

I wish you all the happiness in the world and look forward to working with you to make your event the most enjoyable and memorable day of your life.

Sincerely,

\_\_\_\_\_  
The Party Affair, LLC

\_\_\_\_\_  
Date

**Accepted**

Signature \_\_\_\_\_

\_\_\_\_\_  
Date

**The Party Affair, LLC**  
733 Brehmer Lane #5 Fredericksburg, TX 78624  
Mailing address: PO Box 682 Fredericksburg TX 78624  
830.997.1921 T-F 9:30-5:00, Sat 9:30-12:00

