



905 West Hawthorn Lane, West Chicago, 60185 | Phone: 630-301-9517 |
info@professionalpartyplanners.com

Event Contract

Professional Party Planner's reserve the right to cancel this contract in **any event or circumstance including, but not limited** to inability to agree on terms or ideas for event, personality conflicts, fire, natural disaster, tragedy or other emergency. In such instance, liability is limited to full refund of all monies paid.

Terms: Payments must be in cash or check. A deposit of 1/2 the price is required for confirmation of date. Deposit is non-refundable. A final consultation call will be scheduled about 7 days prior to the event date. Full payment is due 7 days prior to the event.

Additional purchases will be invoiced at the time of order. If ordered after your final payment, they must be paid prior to delivery. Additions will be accepted up to 5 days prior to wedding date. No guarantee is given that the same flowers will be available on orders made less than two weeks prior to wedding. Color and style will match as close as possible. The customer further understands that last minute changes can impact the quality of the event and that Professional Party Planners is not responsible for these compromises in quality.

Cancellations: Customer understands this is a custom order, and as such, the following cancellation policy must apply. **If Professional Party Planners is unable to collect the required payments, it reserves the right to cease all work until payment is received, and if payment is not received within 7 days before the event date, the contract is deemed cancelled, no money paid to date will be returned, and any outstanding payments will be due immediately.**

Contract cancellation must be made in writing. Cancellations made less than 10 days prior to event date will receive no refund. There are no refunds for cancellations of individual items less than 10 days prior to event. Flowers for those items will be utilized to upgrade the arrangements purchased.

Substitutions: We reserve the right to make substitutions in the event the flowers received are not of the quality suitable for your event. In this case, the integrity of the proposed color scheme will be maintained and flowers of equivalent value will be used.



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Rental: \$100 security deposit will be refunded upon return of equipment on time and in good condition. Vases, mirrors, candelabras, votive holders, columns, fabric etc will be picked up at the end of the event. If items are broken or missing, or damaged in any other way, security deposit will not be returned.

LIABILITY: In the event of an accident, Professional Party Planners is not responsible for items that are knocked over, fallen over, or for any type of personal injury associated with the stage décor, **or any other items, goods or services provided.**

Customer further understands that all ideas, sketches, designs, products etc. are the exclusive property of Professional Party Planners, Inc. No reproductions of said services or products are allowed without the express written permission of Professional Party Planners.

Additionally, Customer realizes that photographing displays is a major marketing and quality factor for Professional Party Planners, Inc. Thus, it is assumed that permission is granted to photograph displays, the stage, tables and all other features created by Professional Party Planners for the event, and that such photographs will be used for promotional and marketing purposes, including but not limited to, websites, social media, brochures, flyers and cards.

ENTIRE AGREEMENT: This Agreement contains the entire agreement of the parties 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.

AMENDMENT: This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

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.



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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.

APPLICABLE LAW: This Agreement shall be governed by the laws of the State of Illinois.

Event Contract

Amount: \$ _____ Date _____

Deposit \$ _____ Date Paid: _____ Ck# _____

Balance \$ _____ Final Consultation Call Date _____

We understand and agree to the terms of this contract:

Signed _____ Date _____

Signed _____ Date _____

Professional Party Planners

456 Randy Road, Carol Stream, IL. 60188 | Phone: 630-301-9517 |
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