



EVENT MANAGEMENT PROPOSAL

Prepared For:

ACME EVENT AGENCY

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Dear _____:

Thank you for the time to discuss the opportunity of providing you our services for your _____ event on _____ until _____.

Please kindly find attached our proposal for your event. We are looking forward to discuss further details in the event that you are interested. Please feel free to contact us via e-mail or by phone if you have any questions regarding the proposal or the company.

Yours sincerely,

Grand Events Management, Inc.

3110 Doctors Drive

Los Angeles, California, 90017

Introduction

_____ is your best solution for your event planning, coordination and management needs. We have been in business for over a decade consisting of the best event managers and analysts providing you the best experience in your special occasions and important events.

Our team of highly skilled professional event managers will make your parties, trade shows, weddings, product launches, or dinners memorable and make sure that your guests will have the best event experience and a day to remember.

About us

Our Company is an event management company that helps and guides companies and people plan successful and block-busting event almost for over a decade. We do really care about helping our clients to host successful events that are memorable, satisfactory, fun and beneficial events.

Our confidence in planning customized events to each of our clients comes from our experience from planning the best events in the past. Our references would also confirm that we care about our clients' needs, wants and our detail to attention is unparalleled. We believe our passion to create the best events would match with your wants and needs.

Our Services

Audiovisual Effects

Our top of the line equipment and highly talented video and audio engineers shall be able to materialize the idea and concept that you have in mind in producing a great show and entertainment for your guests.

Catering Services

We are associated with the best and the finest catering service providers in the city to make sure your guests will get the best food and drink experience in your event.

Interior and Landscape

Our creative design team will work with you in the selection and creation of the best

decoration related to your desired theme for your event thus creating a memorable experience.

The Program

Our properly structured pre-scheduled program with our entertainers and emcees and DJ's shall make sure that your audiences and guests are continuously entertained throughout the event.

Security

We always put in mind your guest safety and security. We have the best and highly trained security crew for protection and first aid that will ensure your guests safety in your event.

Services

Price	Duration
Total Amount:	

Payment

- The total amount to be paid by the Client for the Services agreed upon under this proposal shall be _____. Upon signing the proposal, The Client shall agree to deposit _____ of the total contract price which makes _____ as down payment upon acceptance of this agreement and shall pay the remaining 50% after the program, on the day of the event itself.
- The Client agrees that the down payment is non-refundable in the event that the Client cancels the event without proper notice stated in "Cancellation and Modification" clause herein in this proposal.
- Upon the completion of the Event, if the Client fails to do the payment within _____ days, the Client agrees that the Planner shall claim a late penalty in the amount of _____ out of the total fee for every day the payment is not made.
- The Planner agrees that the total amount is inclusive of all expenses such as accomodation, travel, meal and any other expenses incurred by the Planner for every service included in this proposal herein.
- The mode of payment shall be _____ or any other payment method mutually agreed by the parties.
- Additional costs that may rise from the execution of the services stated herein must be approved by the Client before the Client is charged with such costs. If the Planner fails to inform and take approval from the Client for a cost and charges the Client for the cost, the Client will remain free from responsibility for that one specific expense.

Cancellations and Modifications

- In the event that the Planner desires to cancel the responsibilities outlined in this proposal herein, the Planner is obliged to notify the Client with a written notice _____ before the planned event at the latest. Upon such notice of cancellation, the Planner accetps and understands that the deposit paid by the Client must be fully refunded to the Client immediately.

- Parties hereby accepts and acknowledges that the Client shall have the right to cancel or re-schedule an upcoming event with prior written notice to the Planner _____ days before the planned event at the latest.
- If the Client cancels _____ days prior to the event date, the Client will be entitled to a fifty percent (%50) refund.
- If the Client cancels less than _____ days prior to the event date, the Client will not be entitled to a refund.
- No modification of this contract herein shall be effective unless both parties agree upon the modification in writing.

Term and Termination

- This contract shall be effective upon the mutual agreement of the parties regarding this proposal herein which is _____ and shall continue until the termination or completion of the event, which is _____.
- This contract may be terminated by either Party as follows:
 - Upon _____ days of prior notice of either Party, with or without cause;
 - Upon the breach of any terms mentioned herein in the event that the breaching Party doesn't cure the breach within _____ days after the written notice of the breach;
 - If the Planner fails to render the services;
 - If the Client doesn't comply with the payment schedule and fails to make the payments.

Intellectual Property

- The Client hereby authorizes the Company for them to utilize the Client's logos, trademarks, medias, photos or footages from the event to promote its services and to execute the services agreed herein.

Confidentiality

- During the term of this contract, the Client shall share necessary information related to the Event with the Planner for event execution purposes. Such information shall be considered confidential and the Planner agrees not to disclose any of the shared information to third parties without the written consent of the Client.
- The Client shall also keep the Planner's proprietary information private under all circumstances not share such information with third parties, without the written consent of the Planner.
- The Client agrees to cover the unanticipated additional costs such as a significant increase in vendor prices and unanticipated venue fees unless the prices are against natural course of life.

Indemnification

The Parties each agree to indemnify and hold harmless the other Party, its respective affiliates, employees, and permitted successors and assigns against any losses, claims, damages, penalties, liabilities, punitive damages, expenses, reasonable legal fees of whatsoever kind or amount, which result from the negligence of or breach of this Contract by the indemnifying party, its respective affiliate or successors and any assign that occurs in connection with this Contract. This section remains in full force and effect even after the termination of the Contract.

Relationship of the Parties

Neither Party in the execution of this Contract shall establish any partnership, joint venture, or employment relationship; and furthermore, the Event Planner herein is an independent contractor.

The Parties hereby declare that there shall be no other relationship between them, besides the one defined in this Contract until the completion or termination of this Contract.

Miscellaneous

- Assignability: Neither Party may assign this Contract or the rights and obligations thereunder to any third Party without the prior express written approval of the other Party.
- Notices: Any notice required to be given to the Planner shall be delivered by certified mail, personal delivery, or overnight delivery paid for by the Client.
- Force Majeure: Neither Party shall be liable for any failure in performance of the obligation under this Contract due to cause beyond that Party's reasonable control (including and not limited to any pandemic, fire, strike, act or order of public authority, and other acts of God) during the pendency of such event.
- Severability: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, all other terms will remain in full force and effect, until the termination.
- Governing Law and Jurisdiction: This Contract and its terms shall be governed by and construed in accordance with the laws of the State of _____ and subject to the exclusive jurisdiction of the feeral and state courts located in _____, _____.

Legal and Binding Contract

This proposal herein shall be effective upon the approval of the Client and with the mutual consent of the Parties. This proposal may be entered into and may be legal and binding in State of _____. The Parties each represent that they have the authority to enter into a contract if the proposal is approved.

Entire Contract

This Contract constitutes the entire understanding of the Parties, and revokes and supersedes all prior contracts between the Parties, and is intended as a final expression of their Contract. It shall not be modified or amended except in writing signed by the Parties hereto and specifically referring to this Contract. This Contract shall take precedence over any other documents which may conflict with this Contract.

Each of the Parties has executed this contract, both Parties by its duly authorized officer,
as of the day and year set forth below:

Company:

Client:

Signature:

Signature:

Date:

Date:

Full Name of the Sender:

Full Name of the Client:



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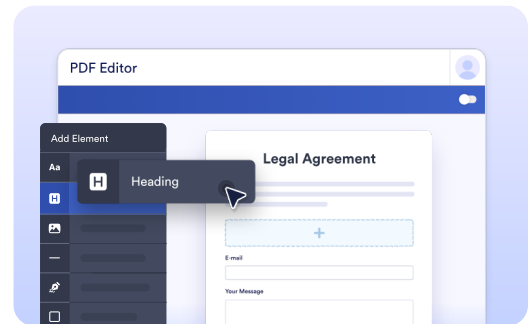
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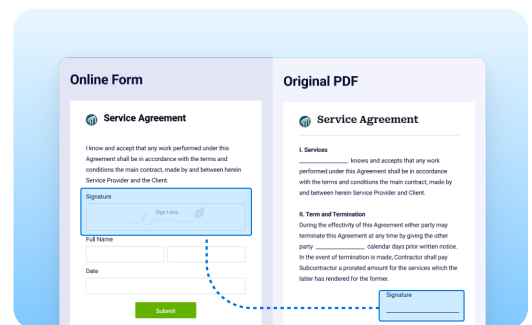
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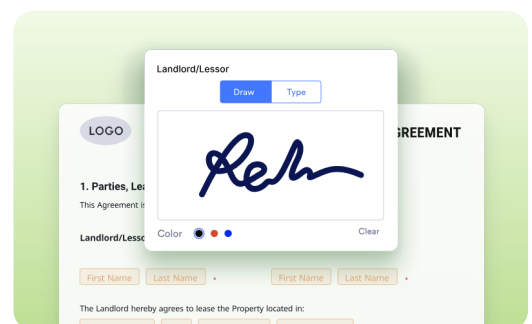
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