

# Information

Louvell Events

Wedding & Event Contract

Client Information

Client Name(s):

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Phone Number:

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Email Address:

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Event Date:

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Event Location/Time \_\_\_\_\_

Scope of Services

Louvell Events will provide the following services for the event:

1. Event Planning and Coordination
2. Venue and Vendor Liaison
3. Design and Décor Setup
4. Day-of Event Coordination

Additional services can be discussed and agreed upon separately.

Payment Terms

1. A non-refundable deposit of 50% of the total fee is required to secure the booking.
2. The remaining balance must be paid in full 14 days prior to the event date.
3. Payment methods accepted: Credit/Debit Card, Bank Transfer
4. Late payments may incur additional charges.

### Cancellation Policy

1. If the client cancels the event, the initial deposit is non-refundable.
2. If Louvell Events cancels the event due to unforeseen circumstances, a full refund will be issued
3. Cancellations must be made in writing at least 30 days prior to the event.

### Responsibilities

Louvell Events will:

1. Provide professional services as outlined above.
2. Communicate regularly to ensure client satisfaction.
3. Handle all logistics and coordination with vendors.

The Client agrees to:

1. Provide accurate information and timely responses.
2. Make payments as per the agreed schedule.
3. Cooperate with Louvell Events to ensure a successful event.

### Agreement

I, the undersigned, agree to the terms and conditions outlined in this contract. By signing

below, both parties acknowledge and accept this agreement.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Louvell Events Representative Signature:

\_\_\_\_\_

Date: \_\_\_\_\_