

CLIENT SERVICE AGREEMENT

NovaGlow Events

This Client Service Agreement ("Agreement") is entered into on this ____ day of _____, 20____, by and between:

NovaGlow Events, a professional event management company ("Service Provider"), and

[Client's Name], _____ residing at/located at

[Client's Address] ("Client"). _____

1. SERVICES PROVIDED

NovaGlow Events agrees to provide the following services for the Client ("Services"):

- **Event Planning and Coordination:** Including but not limited to venue selection, vendor management, and event execution. Research as needed.
- **Event Design and Décor:** Theme development, décor setup, and ambiance creation.
- **Logistics and On-site Management:** Coordination of schedules, setup, and guest assistance.
- **Other services as agreed upon in writing.**

2. EVENT DETAILS

- Event Name: _____
- Date & Time: _____
- Venue: _____
- Expected Guest Count: _____

3. PAYMENT TERMS

- Total Fee: \$ _____
- Deposit: \$ _____ (due upon signing this Agreement)
- Remaining Balance: \$ _____ due by **[Due Date]**
- Payment Methods: **[Accepted Payment Methods]**
- Late Payment Fees: A late fee of **[Late Fee \$50]** will be applied if payment is not received by the due date.

4. CANCELLATION & REFUND POLICY

- The client may cancel the event with written notice. The following refund schedule applies:
 - **More than 60 days before the event:** Full refund minus deposit.
 - **30-59 days before the event:** 50% refund of total fees paid.
 - **Less than 30 days before the event:** No refund.
- If NovaGlow Events must cancel due to unforeseen circumstances, a full refund will be issued.

5. LIABILITY & INDEMNIFICATION

- NovaGlow Events will take all reasonable precautions to ensure a successful event but is not liable for unforeseen circumstances, including but not limited to vendor failures, weather conditions, or client-related changes.
- Client agrees to indemnify and hold NovaGlow Events harmless from any claims, damages, or expenses arising from the event.

6. FORCE MAJEURE

Neither party shall be liable for failure to perform due to causes beyond their reasonable control, including but not limited to acts of God, government restrictions, natural disasters, or labor strikes.

7. CONFIDENTIALITY

Both parties agree to maintain the confidentiality of proprietary and personal information shared during the planning and execution of the event.

8. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of **[Jurisdiction- Alberta, Canada]**.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements or understandings, whether written or oral.

10. SIGNATURES

By signing below, both parties acknowledge their agreement to the terms and conditions stated herein.

NovaGlow Events Representative

Name: _____

Signature: _____

Date: _____

Client

Name: _____

Signature: _____

Date: _____