



## EVENT MANAGEMENT SERVICE AGREEMENT CONTRACT

This Agreement is made and entered into on this 14 day of October, **20**, by and between:

**Event Manager:**

Name: Daniela Sta. Teresa  
Company/Organization: VisualVibe  
Address: 1234 Aurora Boulevard, Quezon City, Metro Manila  
Contact Number: (02) 9876-5432

**Vendor:**

Name: Irish Garcia  
Business Name: Irish Events  
Address: \_\_\_\_\_  
Contact Number: 09693363297

Collectively referred to as the “Parties.”

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### 1. EVENT DETAILS

Event Name/Type: Venue and Decoration Provider  
Event Date: 10/14/2025  
Event Time: 00:06 - 00:10  
Venue: \_\_\_\_\_  
Vendor Service Provided: \_\_\_\_\_  
Ballroom

### 2. SCOPE OF SERVICES

The Vendor agrees to provide the services and/or products as discussed and approved by the Event Manager, including but not limited to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The Event Manager agrees to coordinate and facilitate all necessary event logistics, communication, and scheduling relevant to the Vendor’s services.

### 3. PAYMENT TERMS

- The total agreed payment for the Vendor's services is **₱ 20,000.00**.
  - The payment shall be made in full, **in cash, on the day of the event** after the successful delivery or completion of the Vendor's services.
  - No advance or partial payment shall be required unless otherwise agreed in writing.
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### 4. CANCELLATION POLICY

- In case of event cancellation by the **Event Manager**, the Vendor shall be notified promptly.
  - In case of event cancellation by the **Vendor**, the Event Manager reserves the right to withhold any down payment made.
  - **Down payments are strictly non-refundable** under any circumstances once booking has been confirmed.
  - If the client has already made a **full payment**, only **80% of the total amount** shall be refunded if the cancellation occurs **at least 7 days before the event date**.
  - **No refund** shall be given for cancellations made **within 7 days before the event** or **on the day of the event** itself.
  - If the Vendor fails to deliver the agreed services without valid reason, the Event Manager has the right to terminate this agreement and demand a full refund.
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### 5. LIABILITY AND RESPONSIBILITIES

The Vendor shall be responsible for ensuring the quality, safety, and timeliness of the services or products provided.

The Event Manager shall not be liable for damages caused by the Vendor's negligence or failure to perform agreed services.

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**VisualVibe**

## 6. CONFIRMATION AND SIGNATURES

By signing below, both Parties acknowledge that they have read, understood, and agreed to the terms and conditions of this Agreement.

**Event Manager (VisualVibe):**

Signature: Sample Signature

Printed Name: Daniela Sta. Teresa

Date: October 00, 2025

**Vendor:**

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

Printed Name: Irish Garcia

Date: March 8, 2026