



JN PRODUCTIONS & ENTERTAINMENT, INC.
SEC REG NO.: 2024070161792-00
JDA Bldg. F. Ralota St. Poblacion, Danao City, Cebu
Contact: 09627153604
Email: jnentertainment.sales@gmail.com

EVENT SERVICES AGREEMENT

This **Event Services Agreement** is made and executed on _____,
by and between:

JN PRODUCTIONS & ENTERTAINMENT, INC., a duly registered **corporation**, with
business address at _____, represented
herein by _____, hereinafter referred to as the **"COMPANY"**;

-and-

_____, of legal age, with address at
_____, contact number
_____, and email address _____, hereinafter referred
to as the **"CLIENT."**

The COMPANY and the CLIENT are collectively referred to as the **"PARTIES."**

1. EVENT AND PACKAGE DETAILS

The CLIENT engages the COMPANY to provide the following event services:

Particulars	Details
Type of Event	_____
Event Date	_____
Preparation Venue and Time	_____
Ceremony Venue and Time	_____
Reception Venue and Time	_____
Coverage Period	From _____ to _____
Package Availed	_____
Total Package Price	₱ _____

Included Services and Deliverables
(please see attached copy of the inclusions)

Only the services and deliverables expressly written above are included. Any additional service, personnel, equipment, output, revision, transportation expense, overtime, or special request shall be subject to the COMPANY's availability and corresponding additional charges.

2. PAYMENT TERMS

The CLIENT shall pay the total package price as follows:

- a. **Reservation Fee:** ₱ _____ upon signing;
- b. **Second Payment:** ₱ _____ on or before ____; **and**
- c. **Final Balance:** ₱ on or before _____.

The event date shall be considered reserved only upon payment of the reservation fee.

The reservation fee is **non-refundable**, except when the COMPANY cancels the engagement without lawful or justified cause and cannot provide a qualified replacement. It compensates the COMPANY for blocking the event date, initial consultations, planning, administrative work, and lost booking opportunities.

The COMPANY may suspend preparation, withhold services, or withhold final deliverables when the CLIENT has an overdue balance, without the COMPANY being considered in delay or breach.

All payments shall be evidenced by an official receipt, acknowledgment receipt, bank record, electronic-transfer confirmation, or other verifiable proof.

3. CLIENT'S RESPONSIBILITIES

The CLIENT shall:

- a. Provide complete, accurate, and timely event information, schedules, names, contact persons, venue requirements, shot lists, music, logos, and other materials;
- b. Designate one authorized representative whose reasonable instructions may be relied upon by the COMPANY during the event;
- c. Secure all necessary venue permissions, permits, clearances, and consents;
- d. Ensure that the COMPANY's personnel are granted timely and safe access to the preparation, ceremony, and reception venues;
- e. Inform the COMPANY in advance of venue rules, photography or videography restrictions, dress codes, and other limitations;
- f. Ensure reasonable cooperation from the CLIENT, family members, guests, and other suppliers; and
- g. Provide meals and refreshments to the COMPANY's personnel for coverage exceeding six hours, unless otherwise included in the package.

The COMPANY shall not be responsible for incomplete or missed coverage caused by late commencement, changes in schedule, restricted access, poor lighting beyond its control, guest interference, venue rules, weather, traffic, acts of other suppliers, or failure of the CLIENT to provide timely information or cooperation.

Client-caused delays shall not automatically extend the agreed coverage period.

4. OVERTIME AND CHANGES IN SCOPE

Services beyond the agreed coverage period shall be subject to the COMPANY's personnel availability and an overtime fee of ₱ _____ **per hour or fraction thereof**, per required team or personnel.

Any change in venue, date, schedule, theme, package, number of guests, personnel requirement, or scope of services may result in corresponding additional charges. Changes requested by the CLIENT shall be binding only when confirmed in writing or through a verifiable electronic communication accepted by the COMPANY.

5. PERSONNEL AND THIRD-PARTY SUPPLIERS

The COMPANY may engage qualified employees, coordinators, photographers, videographers, editors, stylists, suppliers, or independent contractors to perform portions of the services.

The CLIENT acknowledges that the engagement is with the COMPANY and not personally with any particular photographer, videographer, coordinator, editor, or supplier, unless a specific person is expressly named in this Agreement.

If an assigned person becomes unavailable due to illness, accident, emergency, separation from the COMPANY, or another reasonable cause, the COMPANY may assign a qualified replacement without being considered in breach.

The COMPANY shall not be liable for the independent acts of venues, caterers, churches, hotels, transportation providers, performers, or other suppliers not engaged and paid through the COMPANY.

6. CREATIVE AND PROFESSIONAL DISCRETION

The CLIENT acknowledges that event coordination, photography, videography, editing, styling, and production involve professional and artistic judgment.

The COMPANY shall reasonably follow the written package, agreed theme, and references provided by the CLIENT but shall retain discretion regarding:

- a. Selection and composition of photographs and video clips;
- b. Lighting, angles, sequencing, editing, and color treatment;
- c. Layout and design of albums and digital outputs;
- d. Event-flow decisions reasonably necessary during the event; and
- e. Selection of the best usable materials for final delivery.

Subjective dissatisfaction regarding style, poses, angles, music, color, or artistic treatment shall not constitute breach when the outputs substantially conform to the agreed package and the COMPANY's disclosed portfolio or style.

The COMPANY does not guarantee that every guest, moment, pose, activity, or requested shot will be captured.

7. DELIVERY OF OUTPUTS

The COMPANY shall deliver the agreed photographs, videos, albums, or other outputs within approximately _____ **weeks** from the latest of the following:

- a. The event date;
- b. Full payment of all amounts due; and
- c. The CLIENT's submission of all required selections, names, music, logos, instructions, and other materials.

The stated delivery period is an estimate and may be reasonably extended due to workload, requested revisions, delayed client selections, illness, technical recovery, supplier delay, force majeure, or other circumstances beyond the COMPANY's reasonable control.

The CLIENT shall be informed of any material delay.

Unless expressly included in Section 1:

1. Raw, unedited, rejected, duplicate, test, or behind-the-scenes files are not part of the deliverables;
2. The CLIENT is not entitled to all photographs or footage taken during the event; and
3. Project files, editing files, templates, source files, and proprietary production materials shall remain with the COMPANY.

The CLIENT shall be entitled to _____ reasonable revision round/s submitted within **seven days from initial delivery**. Requests submitted after that period, or involving substantial re-editing, may be charged separately.

8. ACCEPTANCE, DOWNLOAD, AND FILE RETENTION

The CLIENT shall inspect the outputs and report any material deficiency in writing within **seven (7) days from delivery**. In the absence of written notice within that period, the outputs shall be deemed accepted, without prejudice to latent defects that could not reasonably have been discovered earlier.

The CLIENT shall download, save, and create personal backup copies of all digital outputs within **30 days from delivery**.

Unless otherwise agreed in writing, the COMPANY is required to retain delivered files only for **90 days from confirmed delivery**. After that period, the COMPANY may delete, archive, transfer, or dispose of the files without further liability.

Retrieval or restoration of archived files, when still available, may be subject to a reasonable retrieval fee.

9. FILE SECURITY AND UNFORESEEN LOSS

The COMPANY shall exercise reasonable professional care in preserving, backing up, processing, and delivering event files.

In case photographs, videos, or other files are partially or completely lost, corrupted, damaged, stolen, or rendered unrecoverable despite reasonable precautions and recovery efforts, the COMPANY shall:

- a. Promptly inform the CLIENT upon confirmation of the incident;
- b. Undertake reasonable recovery efforts; and
- c. Offer a reasonable substitute, re-performance, service credit, or refund corresponding to the allocated value of the affected and undelivered service stated in Section 1.

Any refund shall take into consideration the portion of the service already performed, materials already delivered, expenses properly incurred, and benefits already received by the CLIENT.

Except in cases of fraud, bad faith, gross negligence, willful misconduct, or when otherwise prohibited by law, the COMPANY's total liability arising from the loss or non-delivery of a particular service shall not exceed the allocated value of that affected service.

In no case shall the COMPANY's total liability under this Agreement exceed the total amount actually paid by the CLIENT.

10. CANCELLATION BY THE CLIENT

Cancellation must be made through written notice.

When the CLIENT cancels for a reason not attributable to the COMPANY, the following cancellation charges shall apply:

Date of Cancellation	Amount Retained or Payable
More than 60 days before the event	Reservation fee plus non-refundable expenses
31 to 60 days before the event	50% of the total package price
8 to 30 days before the event	75% of the total package price
Seven days or less before the event	100% of the total package price

The cancellation charges compensate the COMPANY for services already performed, the event date reserved exclusively for the CLIENT, lost booking opportunities, preparations undertaken, and supplier commitments.

Amounts paid in excess of the applicable cancellation charge shall be refunded within **15 business days**, after deducting approved or documented expenses.

11. RESCHEDULING

The CLIENT may request one rescheduling by giving written notice at least **30 days before the event**, subject to the COMPANY's availability.

The rescheduled event must take place within **12 months from the original event date**. Payments already made shall be applied to the new date, subject to:

- a. A rescheduling fee of ₱_____;
- b. Non-refundable expenses already incurred;
- c. Supplier price increases; and
- d. Additional charges arising from changes in venue, schedule, package, or scope.

A request made less than 30 days before the event may be treated as a cancellation unless caused by a genuine force majeure event.

If the COMPANY or its essential personnel are unavailable on the CLIENT's preferred replacement date, the parties shall agree on another available date. Unavailability on the CLIENT's unilaterally selected date shall not constitute breach by the COMPANY.

12. FORCE MAJEURE

Neither party shall be liable for failure or delay caused by an event beyond reasonable control, including natural disasters, severe weather, fire, epidemic restrictions, war, civil disturbance, government orders, venue closure, widespread power or telecommunications failure, or similar unavoidable events.

The parties shall first exert reasonable efforts to reschedule the event.

If rescheduling becomes impossible, the COMPANY shall return the unearned portion of the payments after deducting:

- a. Services already performed;
- b. Materials already purchased or produced; and
- c. Documented non-refundable supplier expenses.

13. SAFETY AND PROPER CONDUCT

The COMPANY may suspend or discontinue its services when its personnel or equipment are exposed to unlawful, violent, abusive, threatening, indecent, or unsafe conditions.

When practicable, the COMPANY shall first notify the CLIENT or authorized representative and provide a reasonable opportunity to correct the situation.

If the unsafe or abusive condition continues, the COMPANY may withdraw without liability for incomplete coverage. The CLIENT shall remain liable for services already rendered and expenses already incurred.

14. COPYRIGHT AND PERMITTED USE

Unless otherwise expressly agreed in writing, copyright and intellectual-property rights over photographs, videos, layouts, designs, edits, and other creative outputs shall remain with the COMPANY and/or their respective creators.

Upon full payment, the CLIENT shall receive a perpetual, non-exclusive license to download, reproduce, print, display, and share the final delivered outputs for personal and non-commercial use.

The CLIENT shall not sell, commercially license, materially alter, remove watermarks from, falsely attribute, or use the outputs for commercial advertising without prior written permission.

The CLIENT warrants that any music, logos, photographs, designs, or materials supplied by the CLIENT may lawfully be used by the COMPANY.

15. PORTFOLIO AND PROMOTIONAL USE

The COMPANY may use selected event photographs or videos for its portfolio, website, social-media pages, exhibitions, advertisements, and promotional materials only in accordance with the CLIENT's selection below:

- ☐ **The CLIENT authorizes promotional use.**
- ☐ **The CLIENT does not authorize promotional use.**

The CLIENT may withdraw consent for future promotional use through written notice. Withdrawal shall not affect materials lawfully published, printed, or committed for publication before receipt of the withdrawal, subject to reasonable removal measures.

Personal information shall be collected and processed only as reasonably necessary for booking, payment, coordination, production, delivery, recordkeeping, and compliance with legal obligations.

16. COMPLAINTS AND PUBLIC STATEMENTS

The CLIENT shall first communicate any complaint to the COMPANY in writing and provide sufficient details and a reasonable opportunity for the COMPANY to investigate and propose a remedy.

Nothing in this Agreement shall prevent either party from consulting counsel, reporting a matter to lawful authorities, filing an appropriate action, or making truthful statements in good faith.

However, neither party shall knowingly publish false, malicious, misleading, or defamatory statements concerning the other party, its personnel, customers, or business.

17. LIMITATION OF DAMAGES

Except in cases of fraud, bad faith, gross negligence, willful misconduct, or when prohibited by law, the COMPANY shall not be liable for:

- a. Remote, speculative, indirect, incidental, or unforeseeable damages;
- b. Losses caused by the CLIENT, guests, venue personnel, or independent third parties;
- c. Missed moments caused by obstruction, restricted access, delays, lighting, weather, or schedule changes beyond the COMPANY's control; or
- d. Losses exceeding the limitation stated in Section 9.

Claims for damages, attorney's fees, and litigation expenses shall remain subject to proof and applicable law.

18. DISPUTE RESOLUTION AND VENUE

The parties shall exert good-faith efforts to resolve any dispute within **15 days from written notice of the complaint**.

They may mutually agree to mediation or other amicable settlement before commencing court proceedings.

This Agreement shall be governed by Philippine law. Subject to mandatory laws and rules on jurisdiction and venue, any court action arising from this Agreement shall be filed in the proper courts of **Danao City, Cebu**, to the exclusion of other venues.

19. ENTIRE AGREEMENT

This Agreement, including the completed package and payment details, contains the entire agreement of the parties and supersedes prior inconsistent discussions, proposals, advertisements, or representations.

No employee, coordinator, photographer, videographer, supplier, or representative may bind the COMPANY to an additional service, refund, discount, warranty, or obligation unless confirmed in writing by the COMPANY's authorized representative.

Amendments may be made through a written instrument or verifiable electronic communication clearly accepted by both parties.

The invalidity of one provision shall not affect the validity of the remaining provisions.

Electronic copies and electronic signatures may be recognized to the extent allowed by law.

20. CLIENT'S ACKNOWLEDGMENT

By signing below, the CLIENT confirms that:

- a. The CLIENT has read and understood this Agreement;
- b. The package, deliverables, prices, and payment terms have been sufficiently explained;
- c. The CLIENT was given an opportunity to ask questions and request clarification; and
- d. The CLIENT voluntarily agrees to the terms and conditions stated herein.

IN WITNESS WHEREOF, we hereby affixed our signatures this _____, at _____, Philippines.

JN PRODUCTIONS & ENTERTAINMENT, INC.
Represented by:

CLIENT:

ID. No. _____

ID No. _____

Signed in the presence of:

Republic of the Philippines)
_____) ss

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in Cebu City, Philippines, this _____, personally appeared, known to me to be the same persons who executed the foregoing instrument containing _____ pages, including this page where the Acknowledgement is written, and they acknowledged to me that the same is their free and voluntary act and deed and/or that of the institutions that they respectively represent.

WITNESS MY HAND AND SEAL on the date and place above written.

NOTARY PUBLIC

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Page No. _____
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