

# EVENT CONTRACT AGREEMENT

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

## Organizer Information:

Full Name / Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Client Information:

Full Name / Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Event Details:

Event Name: \_\_\_\_\_

Venue: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

## Services and Equipment Provided:

Services Included: \_\_\_\_\_

Equipment Provided: \_\_\_\_\_

## Payment Terms:

Total Contract Amount: \_\_\_\_\_ USD

Deposit Amount: \_\_\_\_\_ USD

Balance Due: \_\_\_\_\_ USD

Payment Method: \_\_\_\_\_

### Clause 1 – Agreement to Provide Services

Organizer agrees to provide the event services and equipment described herein to Client for the Event on the agreed terms. Both parties represent that they have the full authority to enter into this Agreement and perform their respective obligations.

### Clause 2 – Event Date and Location

The Event shall take place on the date and at the location specified above. Any change to the Event date or venue shall be subject to mutual written agreement and may be subject to additional fees or charges.

### Clause 3 – Payment and Deposit

Client shall pay Organizer the Total Contract Amount as full compensation for the services and equipment provided. A

deposit as specified above is required to secure the Event date, with the balance due as agreed. Failure to pay may result in cancellation of this Agreement.

#### **Clause 4 – Cancellation Policy**

Either party may cancel this Agreement by providing written notice. Deposit forfeiture and refund policies shall apply as follows: If Client cancels more than 30 days before the Event date, the deposit will be refunded less any incurred costs. Cancellations within 30 days result in forfeiture of the deposit. Organizer reserves the right to cancel under extraordinary circumstances and will refund all payments.

#### **Clause 5 – Client Responsibilities**

Client agrees to provide access to the Event venue at agreed times and to comply with all applicable laws, regulations, and venue policies. Client is responsible for any damage caused by guests or contractors not employed by Organizer.

#### **Clause 6 – Organizer Responsibilities**

Organizer shall perform services in a professional manner consistent with industry standards, provide the agreed equipment, and coordinate all necessary staffing. Organizer is not liable for delays or failures caused by circumstances beyond their control.

#### **Clause 7 – Liability and Indemnification**

Each party agrees to indemnify and hold harmless the other party from any claims, damages, liabilities, or expenses arising from their respective acts or omissions under this Agreement, except to the extent caused by gross negligence or willful misconduct.

#### **Clause 8 – Insurance**

Organizer maintains appropriate liability insurance covering the services provided. Client is encouraged to maintain insurance covering personal property, event cancellation, and liability as applicable.

#### **Clause 9 – Force Majeure**

Neither party shall be liable for failure or delay in performance due to causes beyond their reasonable control, including but not limited to acts of God, government restrictions, or pandemics. The parties shall negotiate in good faith to reschedule or otherwise resolve the Event.

#### **Clause 10 – Governing Law and Dispute Resolution**

This Agreement shall be governed by the laws of the United States and the State where the Event takes place. Any disputes arising under this Agreement shall be resolved through binding arbitration or in courts located in the applicable jurisdiction.

#### **Clause 11 – Entire Agreement**

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

#### **Clause 12 – Amendments**

No modification or amendment to this Agreement shall be effective unless in writing and signed by authorized representatives of both parties.

#### **Clause 13 – Severability**

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

#### **Clause 14 – Notices**

All notices under this Agreement shall be in writing and delivered to the addresses listed above, by hand, certified mail, or electronic means confirming receipt.

**Clause 15 – Signatures; Counterparts**

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together constitute one binding agreement.

**ORGANIZER'S SIGNATURE**

**CLIENT'S SIGNATURE**

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

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

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