

Event Services Contract

A contract for a vendor to provide services at a client's event. Template v1.0.

Date of this contract: _____

Vendor: _____

Client: _____

1. The event

Event: _____

Event date: _____

Venue: _____

Services start at: _____

Services end at: _____

Expected number of guests: _____

2. Services

The Vendor will provide:

Anything not listed above is not included unless both parties agree to it in writing.

3. Price and payment

Total price: _____

Deposit due on signing: _____

The balance is due: _____

The deposit holds the date and counts toward the total price. If the balance is late, the Vendor may give written notice. If it is still unpaid 7 days after the notice, the Vendor may treat the contract as cancelled by the Client.

4. Changes

The Client may ask for changes in writing. The Vendor confirms in writing whether it can make them and any change to the price. Where the price depends on numbers, the Client gives a final guest count 14 days before the event and pays for at least that count.

5. Venue access

The Client arranges access to the venue for the Vendor to set up and clear away, and tells the Vendor

about venue rules, loading times and any limits on power or space. Extra time caused by venue limits the Vendor was not told about may be charged at a fair rate agreed on the day.

6. Client responsibilities

The Client gives accurate information about the event, makes sure the venue is safe and suitable, and is responsible for the conduct of guests. The Client pays for damage guests cause to the Vendor's equipment, other than normal wear.

7. Cancellation

The Client may cancel by written notice. The charges for a cancellation by the Client are:

If the Vendor cancels, it refunds everything the Client has paid within 14 days and will try to suggest a replacement vendor.

8. Force majeure

Neither party is responsible for a failure caused by events beyond its reasonable control, such as severe weather, natural disasters, public health orders or the venue closing. The parties will first try to move the event to a new date at no extra charge. If they cannot agree on one, the Vendor refunds all payments, less any costs it has already spent and cannot recover, which it must show to the Client.

9. Liability and insurance

The Vendor carries suitable liability insurance for its services and shows proof when asked. As far as the law allows, the Vendor's total liability under this contract is limited to the total price, and neither party is liable for indirect losses. This limit does not apply to personal injury caused by negligence or to wilful misconduct.

10. General

This contract is governed by the laws of:

This is the whole agreement about the event. A change is valid only in writing signed by both parties. If a term cannot be enforced, the rest still applies.

Client phone on the day: _____

Client

Signature

Name

Date

Vendor

Signature

Name

Date