

EVENT CONTRACT AGREEMENT

Event Location: _____ Event Date: _____

Organizer Information:

Full Legal Name: _____

Business/Organization Name (if applicable): _____

Address: _____

Phone/Email: _____

Client Information:

Full Legal Name: _____

Business/Organization Name (if applicable): _____

Address: _____

Phone/Email: _____

Event Details:

Event Name: _____

Event Venue / Location Description: _____

Start Time: _____ End Time: _____

Expected Number of Attendees: _____

Payment Terms:

Total Fee: _____ USD

Deposit Amount (if any): _____ USD

Payment Schedule and Method: _____

Section 1 – Agreement Purpose

Organizer agrees to provide the event services described herein and Client agrees to pay the fees specified for such services. This Agreement governs all aspects of the event as outlined below.

Section 2 – Event Services

Organizer shall provide all necessary services including but not limited to venue management, staffing, equipment rental, catering coordination, and security as detailed in attached Schedules. Organizer shall perform services in a professional and workmanlike manner.

Section 3 – Client Obligations

Client shall provide accurate information regarding the event requirements, timely approvals, and access to the venue. Client shall comply with all applicable laws, ordinances, and regulations and shall be responsible for any damages caused by Client or attendees.

Section 4 – Fees and Payment

Client agrees to pay Organizer the total fee as specified. A deposit (if any) shall be paid upon signing this Agreement. The balance is due on or before the event date unless otherwise agreed in writing. Payments shall be made by check,

wire transfer, or other accepted methods.

Section 5 – Cancellation and Refund Policies

Client may cancel the event by providing written notice to Organizer. Deposits are non-refundable unless otherwise agreed. Organizer reserves the right to cancel the event for causes including but not limited to force majeure, non-payment, or unsafe conditions, with refund or rescheduling options.

Section 6 – Limitation of Liability

Organizer's liability shall be limited to direct damages arising from Organizer's willful misconduct or gross negligence. Under no circumstances shall Organizer be liable for consequential, incidental, or punitive damages.

Section 7 – Indemnification

Client agrees to indemnify, defend, and hold Organizer harmless from any claims, damages, liabilities, costs, or expenses arising from Client's or attendees' acts or omissions, including but not limited to personal injury or property damage.

Section 8 – Insurance

Client shall maintain adequate insurance coverage for the event, including general liability insurance, and shall provide proof of such insurance upon request. Organizer may require additional insured status as a condition of service.

Section 9 – Force Majeure

Neither party shall be liable for failure or delay in performance due to causes beyond reasonable control, including acts of God, government actions, labor disputes, or other unforeseen events.

Section 10 – Compliance with Laws

Both parties agree to comply with all applicable federal, state, and local laws, ordinances, regulations, and permits required to perform their obligations under this Agreement.

Section 11 – Confidentiality

The parties agree to keep confidential any proprietary or sensitive information obtained in connection with this Agreement, except as required by law or agreed in writing.

Section 12 – Dispute Resolution

Any disputes arising out of or relating to this Agreement shall first be attempted to be resolved through good faith negotiations. If unresolved, disputes shall be submitted to mediation before resorting to litigation.

Section 13 – Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to conflicts of law principles. Venue for any litigation shall be exclusively in the state or federal courts located in _____ County, _____.

Section 14 – Entire Agreement

This Agreement, including all attached Schedules, constitutes the entire agreement between the parties and supersedes all prior agreements, representations, and understandings. Any amendments must be in writing and signed by both parties.

Section 15 – Severability

If any provision of this Agreement is held invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect.

Section 16 – Waiver

Failure to enforce any provision shall not constitute a waiver of future enforcement of that or any other provision.

Section 17 – Notices

All notices under this Agreement shall be in writing and sent by hand delivery, certified mail, recognized courier, or electronic means with confirmation, to the addresses set forth above or as otherwise designated.

Section 18 – Signatures and Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures provided by electronic means shall have the same effect as originals.

Section 19 – Independent Contractors

The parties acknowledge that they are independent contractors and this Agreement does not create a partnership, joint venture, or agency relationship.

Section 20 – Additional Provisions

Any additional terms or conditions agreed by the parties shall be appended as Schedules or addenda and shall form part of this Agreement.

ORGANIZER'S SIGNATURE

CLIENT'S SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://contracttemplate-us.com/event-contract/>

Did you find this template helpful?

Find more updated templates at:

<https://contracttemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.