

Event Management Contract

This Event Management Contract (the "Agreement") is entered into on [DATE] by and between:

Event Manager: [EVENT MANAGER / COMPANY NAME], located at [ADDRESS] ("the Event Manager"); and

Client: [CLIENT NAME], located at [ADDRESS] ("the Client").

The Event Manager and the Client may be referred to individually as a "Party" and collectively as the "Parties."

1. Event Details

1.1. **Event Name:** [EVENT NAME]

1.2. **Event Type:** [WEDDING / CORPORATE EVENT / CONFERENCE / OTHER]

1.3. **Event Date(s):** [EVENT DATE(S)]

1.4. **Event Time:** From [START TIME] to [END TIME]

1.5. **Event Venue:** [VENUE NAME AND ADDRESS]

1.6. **Estimated Number of Guests:** [NUMBER OF GUESTS]

2. Scope of Services

2.1. The Event Manager agrees to provide the following services in connection with the Event:

- [SERVICE 1, e.g. Venue selection and booking coordination]
- [SERVICE 2, e.g. Vendor sourcing and management]
- [SERVICE 3, e.g. Budget planning and tracking]
- [SERVICE 4, e.g. On-site coordination and supervision]
- [SERVICE 5, e.g. Timeline and schedule creation]

2.2. Any services not expressly listed in this Section are considered outside the scope of this Agreement and may be added only by written agreement of both Parties, subject to additional fees.

3. Client Responsibilities

3.1. The Client agrees to:

- Provide accurate and timely information required for planning the Event;
- Make decisions and approvals within [NUMBER] business days of any request;

- Provide access to the venue and any necessary materials;
 - Make all payments as set out in Section 4.
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4. Fees and Payment

- 4.1. **Total Fee:** The total fee for the services described in this Agreement is [AMOUNT].
- 4.2. **Deposit:** A non-refundable deposit of [AMOUNT] is due upon signing this Agreement to reserve the Event date.
- 4.3. **Balance:** The remaining balance of [AMOUNT] is due on or before [DATE].
- 4.4. **Payment Method:** Payments shall be made by [PAYMENT METHOD].
- 4.5. **Late Payments:** Payments not received by the due date may incur a late fee of [AMOUNT OR PERCENTAGE].
- 4.6. **Expenses:** Third-party costs (such as vendor fees, rentals, and permits) are [INCLUDED IN / SEPARATE FROM] the total fee and shall be [PAID DIRECTLY BY CLIENT / REIMBURSED TO EVENT MANAGER].
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5. Cancellation and Refunds

- 5.1. If the Client cancels the Event, the following applies:
- Cancellation more than [NUMBER] days before the Event: [REFUND TERMS];
 - Cancellation between [NUMBER] and [NUMBER] days before the Event: [REFUND TERMS];
 - Cancellation less than [NUMBER] days before the Event: [REFUND TERMS].
- 5.2. The deposit described in Section 4.2 is non-refundable under all circumstances.
- 5.3. If the Event Manager cancels for any reason other than a Force Majeure event, the Event Manager shall refund all payments received, less costs already incurred on the Client's behalf.
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6. Rescheduling

- 6.1. If the Client wishes to reschedule the Event, the Client must provide written notice at least [NUMBER] days in advance.
- 6.2. Rescheduling is subject to the Event Manager's availability and may incur additional fees.
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7. Force Majeure

- 7.1. Neither Party shall be held liable for failure to perform obligations under this Agreement due to circumstances beyond their reasonable control, including but not limited to natural disasters, government restrictions, acts of terrorism, epidemics, or venue closures.

7.2. In such an event, the Parties agree to work together in good faith to reschedule or make alternative arrangements.

8. Liability and Indemnification

8.1. The Event Manager shall not be liable for the actions, products, or services of third-party vendors.

8.2. The Client agrees to indemnify and hold the Event Manager harmless from any claims, damages, or expenses arising from the Event, except those caused by the Event Manager's negligence or willful misconduct.

8.3. The Event Manager's total liability under this Agreement shall not exceed the total fee paid by the Client.

9. Insurance

9.1. The Event Manager [DOES / DOES NOT] carry liability insurance covering [COVERAGE DETAILS].

9.2. The Client is responsible for obtaining any additional insurance required for the Event.

10. Confidentiality

10.1. Both Parties agree to keep confidential all non-public information shared during the course of this Agreement and to use it only for purposes related to the Event.

11. Photography and Marketing

11.1. The Event Manager [MAY / MAY NOT] use photographs or descriptions of the Event for promotional purposes, subject to the Client's written consent where required.

12. Termination

12.1. Either Party may terminate this Agreement if the other Party materially breaches its terms and fails to remedy the breach within [NUMBER] days of written notice.

12.2. Upon termination, the Client shall pay for all services rendered and costs incurred up to the date of termination.

13. Independent Contractor

13.1. The Event Manager is an independent contractor and not an employee, partner, or agent of the Client.

14. Governing Law

14.1. This Agreement shall be governed by and interpreted under the laws of [STATE / COUNTRY].

14.2. Any disputes arising from this Agreement shall be resolved through [MEDIATION / ARBITRATION / COURTS] in [LOCATION].

15. Entire Agreement

15.1. This Agreement constitutes the entire understanding between the Parties and supersedes all prior discussions or agreements.

15.2. Any amendments must be made in writing and signed by both Parties.

16. Signatures

By signing below, both Parties agree to the terms and conditions of this Event Management Contract.

Event Manager

Signature: _____

Name: [EVENT MANAGER NAME]

Title: [TITLE]

Date: [DATE]

Client

Signature: _____

Name: [CLIENT NAME]

Title: [TITLE]

Date: [DATE]