

# EVENT SERVICES AGREEMENT

This is a customizable starting template, not a finished legal document. Replace every [BRACKETED] field with your specifics, delete or adapt any clause that does not fit your event, and have a licensed attorney in the governing jurisdiction review it before you or anyone else signs. CyberSygn is not a law firm and this template is not legal advice.

This Event Services Agreement (this "**Agreement**") is entered into as of [EFFECTIVE DATE] (the "**Effective Date**") by and between:

[VENDOR LEGAL NAME], a [STATE] [ENTITY TYPE, e.g. limited liability company] with its principal place of business at [VENDOR ADDRESS] ("**Vendor**"); and

[CLIENT NAME], with an address at [CLIENT ADDRESS] ("**Client**").

Vendor and Client are each a "**Party**" and together the "**Parties**."

**Recitals.** Client is organizing an event and wishes to engage Vendor to provide certain event services. Vendor is in the business of providing such services and is willing to do so on the terms below. In consideration of the mutual promises below, the Parties agree as follows.

## 1. The Event and Services

**1.1 The Event.** The "**Event**" is [EVENT NAME / TYPE] scheduled for [EVENT DATE] from approximately [START TIME] to [END TIME] at [VENUE NAME AND ADDRESS] (the "**Venue**").

**1.2 Services.** Vendor will provide the services described in **Exhibit A** (the "**Services**"), which may include [e.g. coordination, staffing, equipment, catering, audiovisual, décor, or other event services], performed in a professional and workmanlike manner.

**1.3 Personnel and equipment.** Vendor will supply the personnel, equipment, and materials reasonably necessary to perform the Services as described in Exhibit A.

**1.4 Substitutions.** Vendor may substitute personnel, equipment, or materials of substantially equal quality where the originally specified items are unavailable, and will notify Client of any material substitution.

## 2. Schedule, Setup, and Access

**2.1 Setup and breakdown.** Vendor will arrive for setup by [SETUP TIME] and complete breakdown and removal of its property by [BREAKDOWN TIME], unless the Venue or Client requires otherwise.

**2.2 Access.** Client will arrange Vendor's access to the Venue for setup, performance of the Services, and breakdown, including any loading, power, and staging the Services require.

**2.3 Venue rules.** Vendor will comply with reasonable Venue rules of which it is given written notice. Client is responsible for any Venue-imposed fees, deposits, or insurance requirements unless Exhibit A states otherwise.

**2.4 Coordination.** Client will designate a point of contact authorized to make day-of decisions. Vendor will designate a lead responsible for performing the Services.

## 3. Fees, Deposit, and Payment

3.1 **Fees.** Client will pay Vendor a total fee of [TOTAL FEE] for the Services, plus applicable taxes and any pre-approved expenses.

3.2 **Deposit.** A non-refundable deposit of [DEPOSIT AMOUNT OR %] is due on signing to reserve the Event date and is applied to the total fee. The deposit compensates Vendor for reserving the date and turning away other work.

3.3 **Balance.** The balance is due [NUMBER] days before the Event date. Vendor is not obligated to perform if the balance is unpaid.

3.4 **Overtime and additions.** Services beyond the scheduled hours or scope are billed at [OVERTIME / ADDITIONAL RATE], subject to Client's prior approval.

3.5 **Late payment.** Undisputed amounts not paid when due accrue interest at the lesser of [e.g. 1.5%] per month or the maximum rate permitted by applicable law.

## 4. Changes, Cancellation, and Postponement

4.1 **Changes.** Either Party may request changes to the Services. A change takes effect only when both Parties agree in writing to the change and any adjustment to the fee or schedule.

4.2 **Cancellation by Client.** If Client cancels, the deposit is non-refundable. If Client cancels within [NUMBER] days of the Event, Client will also pay [PERCENTAGE OR AMOUNT] of the balance to cover Vendor's committed costs.

4.3 **Postponement.** If Client postpones, Vendor will use reasonable efforts to accommodate a new date subject to availability. A postponement fee of [AMOUNT] may apply, and the deposit may be applied to the rescheduled date.

4.4 **Cancellation by Vendor.** If Vendor must cancel for reasons within its control, Vendor will refund all amounts paid and, where reasonable, assist Client in finding a replacement vendor.

## 5. Client Responsibilities

5.1 **Information and approvals.** Client will provide accurate Event details, timely approvals, and any items Client agreed to supply, by the deadlines in Exhibit A.

5.2 **Permits and licenses.** Client is responsible for obtaining any permits, licenses, or permissions the Event requires, except those expressly assigned to Vendor in Exhibit A.

5.3 **Guests and conduct.** Client is responsible for the conduct of its guests and invitees at the Event.

## 6. Insurance and Liability

6.1 **Insurance.** Vendor will maintain general liability insurance and any coverage required by applicable law, and will provide a certificate of insurance on request.

6.2 **Liability for property.** Each Party is responsible for damage to the other's or the Venue's property caused by that Party's negligence or willful misconduct.

6.3 **Limitation of liability.** Except for bodily injury, gross negligence, or willful misconduct, neither Party is liable for indirect or consequential damages, and Vendor's total liability will not exceed the total fee paid under this Agreement.

## 7. Indemnification

**7.1 By Client.** Client will indemnify Vendor against third-party claims arising from the Event, from Client-supplied items, or from the conduct of Client's guests, except to the extent caused by Vendor's negligence or willful misconduct.

**7.2 By Vendor.** Vendor will indemnify Client against third-party claims arising from Vendor's negligence or willful misconduct in performing the Services.

**7.3 Procedure.** The indemnified Party will give prompt notice, allow the indemnifying Party to control the defense, and cooperate reasonably.

## 8. Force Majeure

**8.1 Definition.** Neither Party is liable for failure or delay caused by events beyond its reasonable control, including severe weather, fire, government order, public-health emergency, labor disruption, or loss of the Venue.

**8.2 Effect.** If a force-majeure event prevents the Event, the Parties will work in good faith to reschedule. If rescheduling is not feasible, Vendor will refund amounts paid for Services not performed, less non-recoverable costs already incurred.

## 9. Intellectual Property and Media

**9.1 Vendor materials.** Vendor retains ownership of its pre-existing materials, designs, and methods.

**9.2 Promotional use.** Vendor may photograph the Services for portfolio and promotional use, excluding any individuals who object in writing, unless Exhibit A restricts such use.

## 10. General Provisions

**10.1 Independent contractor.** Vendor is an independent contractor and not an employee, partner, or agent of Client.

**10.2 Governing law and venue.** This Agreement is governed by the laws of the State of [STATE], without regard to its conflict-of-laws rules, and the Parties submit to the courts located in [COUNTY, STATE].

**10.3 Notices.** Notices must be in writing and sent to the addresses above and are effective on receipt.

**10.4 Entire agreement; amendment.** This Agreement and its Exhibits are the entire agreement on their subject and may be amended only in a writing signed by both Parties.

**10.5 Assignment.** Neither Party may assign this Agreement without the other's prior written consent.

**10.6 Severability; waiver.** If any provision is unenforceable, the rest remains in effect, and no failure to enforce is a waiver.

**10.7 Counterparts and electronic signature.** This Agreement may be signed in counterparts and by electronic signature, each of which is an original.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement as of the Effective Date.

**VENDOR**

**CLIENT**

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

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

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Printed name: **[NAME]**

Printed name: **[NAME]**

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Title: **[TITLE]**

Title: **[TITLE / N/A]**

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

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