EVENT CONTRACT

This Event Contract (this "Agreement") is made on _____, 20____.

Provider (the planner, venue, caterer, entertainer, photographer or rental company): _____, mailing address _____.

Client (the person or business booking the services): _____, mailing address _____.

1. THE EVENT

Type of event: _____. Event date: _____. Event hours: from _____ to _____ (the "Event Hours").

Venue name and address: _____. Expected number of guests: _____. The Client will give a final guaranteed guest count at least _____ days before the event date.

2. SERVICES

The Provider will provide the following services and deliverables (the "Services"): _____ _____. Anything not listed is not included.

The Provider will perform the Services professionally and hold the licenses and permits its own work requires. Changes to the Services take effect only when both parties confirm them in writing, including any change in price.

3. FEES AND PAYMENT

Price (check one): [ ] flat fee of $_____; [ ] $_____ per guest, based on the final guaranteed count; [ ] $_____ per hour for the Event Hours (the "Total Fee"). Taxes are added on top.

Deposit due at signing: $_____, credited toward the Total Fee. The deposit is (check one): [ ] non-refundable, except if the Provider cancels or an event beyond anyone's control stops the event; [ ] refundable under the cancellation schedule below.

The balance is due _____ days before the event date. Overtime past the Event Hours, if the Provider agrees, costs $_____ per hour. Security deposit for damage: $_____, returned with an itemized list of any deductions within 14 days after the event.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

4. CANCELLATION AND RESCHEDULING

The Client may cancel by written notice. If the Provider receives notice more than _____ days before the event date, it keeps only a non-refundable deposit. From _____ to _____ days before, it keeps _____% of the Total Fee. Fewer than _____ days before, the full Total Fee is owed. These amounts are a reasonable estimate of the Provider's losses, not a penalty. If the Provider rebooks the date, it refunds anything it kept beyond its actual losses.

The Client may move the event to a new date once, without a fee, with at least _____ days' written notice, if the Provider is available. If the Provider cancels for any reason other than the Client's breach or an event beyond anyone's control, it refunds every payment, including the deposit, within 14 days.

5. EVENTS BEYOND ANYONE'S CONTROL

Neither party is responsible for a failure caused by fire, flood, severe storm, epidemic, a government order, war, a widespread utility failure, closure of the venue or a similar event beyond its control. If such an event stops the event, the parties will first try to move it to a new date within 12 months; if they cannot agree, the Provider refunds all payments less the costs it already paid and cannot recover, with an itemized statement.

6. EVENT DAY

The Client will give accurate information, arrange the Provider's access to the venue, share the venue's rules, and be responsible for its guests. Event permits (tent, fire, noise, special event) will be obtained by: [ ] the Provider; [ ] the Client.

Alcohol (check one): [ ] none; [ ] served by the Provider under its own license; [ ] served by a separate licensed bartender or caterer; [ ] hosted by the Client without sales, where the law allows. No one will serve alcohol to anyone under 21 or anyone who appears intoxicated.

The Client pays for damage that it, its guests or its other vendors cause to the Provider's property or the venue, apart from normal wear. The Provider pays for damage its staff cause.

7. INSURANCE AND LIABILITY

The Provider will carry general liability insurance of at least $_____ per occurrence. [ ] The Client will also buy a special event liability policy of the same amount naming the Provider as an additional insured.

Each party will cover claims by others to the extent caused by its own fault or the fault of the people it is responsible for. Neither party is liable for lost profits or indirect damages, and the Provider's total liability is limited to the amounts paid to it, except for gross negligence, willful misconduct, fraud, or liability the law does not allow to be limited.

The Provider [ ] may [ ] may not use photos of the event in its portfolio and marketing, without naming the Client or any guest.

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8. GENERAL TERMS

The laws of the State of _____ govern this Agreement. Any lawsuit will be brought in the courts serving the county where the event takes place, and either party may use small claims court. This is the complete agreement and can be changed only in writing confirmed by both parties. If any part is unenforceable, the rest stays in effect. The Provider is an independent contractor. This Agreement may be signed in counterparts and electronically.

Additional terms: _____

Note: if the Client is a consumer who signs at home or at a temporary location such as a wedding show, federal law (16 C.F.R. part 429) gives a three-day right to cancel, and the Provider must give the Client the required notice. The guided builder adds that notice for you.

SIGNATURES

Provider

Signature: _____ Date: _____

Printed Name: _____

Client

Signature: _____ Date: _____

Printed Name: _____

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