

Event Contract Form Sample

This **event contract form sample** provides a comprehensive template designed to outline the terms and conditions of an event agreement, including a detailed cancellation clause. It ensures clear communication between parties, outlining responsibilities, payment schedules, and cancellation policies to protect both organizers and clients. Utilizing this form helps streamline event planning and minimize disputes.

Event Information

Event Name:

Event Date:

Event Location:

Client Information

Client Name:

Client Email/Phone:

Organizer Information

Organizer Name:

Organizer Email/Phone:

Services Provided

Describe the services to be provided...

Payment Terms

Total Fee:

Deposit Amount:

Payment Schedule:
e.g., 50% deposit upon signing, 50% due 2 weeks before event

Cancellation Clause

Cancellation Policy:

Either party may cancel this agreement by providing written notice to the other party. In the event of cancellation by the client:

- More than 30 days prior to the event: Full refund minus non-refundable deposit.
- 15-30 days prior to the event: 50% of the total fee is refundable.
- Less than 15 days prior to the event: No refund will be provided.

If the organizer cancels at any time, all fees paid by the client will be refunded in full.

Force Majeure: Neither party shall be liable for cancellations due to acts of God, government restrictions, or other emergencies beyond their reasonable control.

Signatures

Client Signature:

Type name as signature

Date:

Organizer Signature:

Type name as signature

Date:

Submit

This document is a sample event contract form and should be reviewed or customized by legal counsel to meet specific requirements.