

# Event Contract Form Sample

Download our **event contract form sample** that includes a detailed vendor agreement section to ensure clear communication and responsibilities. This template helps streamline the planning process by outlining terms, conditions, and expectations for all parties involved. Use it to secure professional agreements and avoid misunderstandings at your events.

## Event Details

Event Name	<input type="text"/>
Date	<input type="text"/>
Time	<input type="text"/>
Venue/Location	<input type="text"/>
Event Organizer	<input type="text"/>

## Vendor Information

Vendor Company Name	<input type="text"/>
Contact Person	<input type="text"/>
Phone/Email	<input type="text"/>
Service Provided	<input type="text"/>

## Vendor Agreement

This Vendor Agreement (â€œAgreementâ€) is made between the Organizer and the Vendor named above. By signing this form, both parties agree to adhere to the following terms:

- **Scope of Services:** Vendor agrees to provide the services and/or products as described above during the event.
- **Fees & Payment:** Payment of \$ will be made as agreed upon. A deposit of \$ is due by .
- **Insurance & Permits:** Vendor is responsible for obtaining all required licenses, insurance, and permits prior to the event.
- **Setup & Teardown:** Vendor must adhere to the setup and teardown schedule:  to .
- **Cancellations:** Notification of cancellation must be provided at least  days in advance. Late cancellation may result in forfeiture of deposit.
- **Liability:** Each party agrees to indemnify and hold the other harmless from any and all claims arising from negligent or willful acts.
- **Additional Terms:**

## Signatures

Event Organizer Name/Signature	<input type="text"/>
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Date	<input type="text"/>
Vendor Name/Signature	<input type="text"/>
Date	<input type="text"/>

Submit