

Event Contract Form

This **event contract form** sample provides a comprehensive template that outlines all essential details for organizing events, including clear payment terms to ensure a smooth transaction. It facilitates transparent communication between parties by specifying responsibilities, dates, and financial obligations. Using this form helps prevent misunderstandings and secures mutual agreement prior to the event.

1. Event Details

Event Name:	
Date of Event:	
Time:	
Venue/Location:	
Type of Event:	
Expected Number of Guests:	

2. Parties Involved

Client Name (Organization/Individual):	
Contact Person:	
Address:	
Phone Number/Email:	
Event Planner/Company Name:	
Representative Contact:	

3. Scope of Services

- Venue setup and decoration
- Catering arrangements
- Audio/Visual equipment
- Entertainment
- Photography/Videography
- Other (please specify): _____

4. Total Event Fee

Service Description	Amount (USD)
Venue Rental	
Catering	
Decoration	
Entertainment	
Other	
Total	

5. Payment Terms

1. **Deposit:** A non-refundable deposit of [__%] of the total event fee due upon signing of this contract (Amount: \$_____).
2. **Interim Payment(s):** [__%] of the total event fee due by (date): _____.
3. **Final Balance:** Remaining balance of \$_____ due no later than ____ days before the event date.
4. **Payment Methods Accepted:** [Wire Transfer] [Cheque] [Credit Card] [Other: _____]
5. **Late Payment:** Late payments may incur a fee of \$_____ per day after the due date.

6. Cancellation Policy

- Notice of cancellation must be given in writing.
- If cancelled more than ____ days prior to the event: [__]% refund (minus deposit).
- If cancelled within ____ days of the event: [__]% of total fee is due.
- Deposit is non-refundable.

7. Additional Terms and Conditions

- Both parties agree to indemnify and hold each other harmless from any claims arising due to negligence.
- Any changes/amendments must be in writing and signed by both parties.
- Detailed timeline and responsibilities to be attached as Schedule A.
- Include additional notes or clauses as necessary:

8. Signatures

Client Signature

Name: _____
Date: _____

Event Planner/Company Signature

Name: _____
Date: _____