

Simple Event Contract Form

This **simple event contract form** sample is designed specifically for small parties, ensuring clear agreements between hosts and vendors. It outlines essential details such as event date, services provided, and payment terms to avoid misunderstandings. Using this form helps streamline planning and guarantees a smooth, enjoyable event experience.

Event & Party Details

Event Name	<input type="text"/>
Event Date	<input type="text"/>
Event Location	<input type="text"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
Estimated Number of Guests	<input type="text"/>

Host Information

Name	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>

Vendor Information

Vendor Name/Company	<input type="text"/>
Contact Person	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>
Service(s) Provided	<input type="text" value="e.g. Catering, Decorations"/>

Payment Terms

Total Fee	<input type="text"/>
Deposit Amount	<input type="text"/>
Deposit Due Date	<input type="text"/>
Balance Due Date	<input type="text"/>
Payment Method	<input type="text" value="e.g. Cash, Bank Transfer"/>

Additional Terms/Notes

Agreement & Signatures

By signing below, both parties agree to the terms outlined in this contract.

Host Signature: _____ **Date:** _____

Vendor Signature: _____ **Date:** _____