

Event / Vendor Services Agreement

Client: [Client name] **Vendor:** [Vendor name] **Event date:** [Event date]

1. Services

Vendor will provide the following services for Client's event: [describe services — e.g., "DJ and MC services for a wedding reception"].

2. Event Details

Date: [Event date] Time: [Start-end time] Location: [Venue address]. Estimated guest count: [Number, e.g., 100].

3. Fees & Deposit

Total fee: [Total fee, e.g., \$1,200]. A deposit of [Deposit amount, e.g., \$300] is due upon signing to reserve the date; the balance is due [terms, e.g., "7 days before the event"].

4. Cancellation

[Describe cancellation windows and any non-refundable portions — e.g., "the deposit is non-refundable within 30 days of the event."]

5. Vendor Responsibilities

[Describe equipment, staffing, setup/teardown, and arrival time — e.g., "Vendor arrives 1 hour before the event for setup and provides all sound equipment."]

6. Client Responsibilities

[Describe venue access, permits, power/utilities, and the final headcount deadline — e.g., "Client provides venue access 2 hours before the event and confirms final headcount 5 days prior."]

7. Liability

Vendor carries [insurance type, if applicable — e.g., "general liability insurance," or note "no insurance" if none]. Vendor's total liability under this agreement will not exceed the total fees paid.

8. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Client name] ("Client")

Signature: _____ Printed name: _____ Date: _____

[Vendor name] ("Vendor")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.