Anchor and Emcee Booking Agreement

This agreement is made between the Anchor and the Organiser named below and takes effect on the date of the last signature.

Anchor

FULL NAME

EMAIL

PHONE

ADDRESS

Organiser

FULL NAME

EMAIL

PHONE

ADDRESS

Scope of work

The Anchor will host the event below, following the run-of-show the Organiser shares.

EVENT NAME OR TYPE

EVENT DATE

GUEST COUNT

VENUE ADDRESS

START TIME

END TIME

ON-SITE CONTACT PHONE

LANGUAGE

HOSTING HOURS

SCRIPT

Fees and payment

TOTAL FEE (₹)

BOOKING ADVANCE (₹)

BALANCE DUE BY

Payment method

○ UPI ○ Bank transfer ○ Card ○ Cheque ○ Cash

The booking advance secures the date and is not refundable if the client cancels within 30 days of the event, except where the date can be re-sold. The balance is due by the date above.

Specific terms

- Run-of-show. The Organiser shares the final run-of-show 2 days before the event.
- Content. The Anchor avoids content that is offensive or targets any community.
- Recording. The Organiser may record the event for its own use.

Standard terms

- Independent contractor. The Anchor is an independent contractor, not an employee, and is responsible for its own staff, taxes and statutory dues.
- Confidentiality. Each party keeps the other's non-public information confidential during this agreement and for two years after it ends.
- Liability. Except for fraud, wilful misconduct or breach of confidentiality, each party's total liability is limited to the fees paid in the three months before the claim.
- Termination. Either party may end this agreement by written notice of the period chosen below, or at once if the other party commits a serious breach and does not fix it within 7 days. The Organiser pays for work done up to the end date.
- Taxes. Fees exclude GST, which is added to invoices where applicable.

Notice period to terminate

○ 7 days ○ 15 days ○ 30 days

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Anchor

SIGNATURE

PRINTED NAME

DATE

Organiser

SIGNATURE

PRINTED NAME

DATE