Event Management Agreement

This agreement is made between the Event Manager and the Client named below and takes effect on the date of the last signature.

Event Manager

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Client

LEGAL NAME

EMAIL

PHONE

ADDRESS

Scope of work

The Event Manager will plan, produce and manage the event below, including vendors, staging and on-site coordination.

EVENT NAME OR TYPE

EVENT DATE

GUEST COUNT

VENUE ADDRESS

START TIME

END TIME

ON-SITE CONTACT PHONE

APPROVED BUDGET (₹)

MANAGEMENT FEE BASIS

INCLUDED ELEMENTS (VENUE, AV, STAGING, CATERING, ARTISTS, TRANSPORT)

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

- Permissions. The Event Manager obtains police, fire, PPL/IPRS music and local permits needed for the event.
- Safety. The Event Manager plans crowd management and emergency exits in line with venue rules.
- Budget changes. Additions to the approved budget need the Client's written approval.
- Force majeure. If the event is stopped by government order, weather or similar, both parties share unavoidable costs already incurred.

Standard terms

- Independent contractor. The Event Manager 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 Client 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.

Event Manager

SIGNATURE

PRINTED NAME

DATE

Client

SIGNATURE

PRINTED NAME

DATE