Event Staffing Agreement

Between the agency and the client named below. Effective on the date of the last signature.

Agency

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Client

LEGAL NAME

EMAIL

PHONE

EVENT

DATE

GUESTS

VENUE

STAFF COUNT

HOURS PER DAY

ROLES AND DRESS CODE

RATE PER PERSON PER DAY (₹)

OVERTIME (₹ / HOUR)

ADVANCE (₹)

Terms

1. Staff are the agency's workers. The agency pays their wages, EPF and ESI where applicable, and is responsible for their conduct.
2. The client briefs staff on the day and provides meals and a rest area for shifts over 6 hours.
3. Women staff working after 8 pm get safe transport home, arranged by the agency or client as agreed.
4. The client will not hire the agency's staff directly for 6 months without paying a placement fee of one month's billing.
5. Replacement for no-shows within 2 hours, or a deduction from the bill.

Cancellation

- If the client cancels more than 60 days before the event, the advance is refunded less 10%. Between 30

and 60 days, 50% of the advance is kept. Within 30 days, the advance is not refunded.

- If the provider cancels, it refunds everything paid within 7 days and helps find a replacement.
- Neither party is liable for cancellation caused by events beyond its control, such as government orders, natural disasters or epidemics; payments are then refunded less costs actually incurred.

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.

Client

SIGNATURE

PRINTED NAME

DATE

Agency

SIGNATURE

PRINTED NAME

DATE