Event Vendor Agreement

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

Vendor

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Client

LEGAL NAME

EMAIL

PHONE

Services

EVENT

DATE

GUESTS

SERVICES AND EQUIPMENT LIST

SETUP STARTS

READY BY

DISMANTLE BY

TOTAL (₹, EXCL. GST)

ADVANCE (₹)

BALANCE DUE ON

Terms

1. The vendor provides trained crew and equipment in working order, with backups for critical items.
2. The vendor follows venue rules, fire safety and electrical safety, and carries insurance for its equipment and crew.
3. The client arranges venue access, power supply as specified, and any permissions for sound after 10 pm.
4. The vendor is liable for damage it causes to the venue; the client for damage its guests cause to the vendor's equipment.
5. Payment of the balance is due on the event day before the event starts, unless agreed otherwise.

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

Vendor

SIGNATURE

PRINTED NAME

DATE