

THIS AGREEMENT is made the

BETWEEN:

- <<insert name of Service from company name>>,]
 LLP, Private Limited Comp registration number>>] [,w and] whose main trading a
- (2) <<Name of Client>> of <<ii

WHEREAS:

- The Service Provider prov details if required>>] to construct a construct of the service of the se
- (2) The Client wishes to engage Services for their Event set of this Agreement.
- (3) The Service Provider agre this Agreement to the Clier

IT IS AGREED as follows:

1. Definitions and Interpreta

1.1 In these Terms an following expression

"Business Day"

"Calendar Day"

"Deposit"

"Event"

"Event Management Services"

"Month"

"Price"



<<insert trading name if different e, e.g. Sole Trader, Partnership, n England under number <<insert is <<insert registered address>> s>> ("the Service Provider") and

ent")

Services [<<insert more specific reasonable skill, knowledge and

to provide the Event Management ubject to the terms and conditions

Management Services set out in d conditions of this Agreement.

e context otherwise requires, the anings:

than a Saturday, Sunday or bank

e year;

ayment made to Us under sub-

which You require the Event as as specified in Schedule 1;

nagement services which are to You as specified in Schedule 1;

onth;

sumer)

able for the Event Management alled in Schedule 2;

"We/Us/Our"

"You/Your"

- 1.2 Each reference in includes electronic fax or other means.
- 1.3 Each reference to statute or provision
- 1.4 Each reference to " of its Schedules as
- 1.5 Each reference to a
- 1.6 The headings used no effect upon the it
- 1.7 Each reference to the
- 1.8 Each reference to a
- 1.9 References to perso

2. Information About Us

- 2.1 <<insert name of S different from com Trader, Partnership England under nur address is <<insert <<insert address>>
- 2.2 [Our VAT number is
- 2.3 [We are regulated b
- 2.4 [We are a member
- 2.5 [<<Insert further info

3. The Contract

- 3.1 This Agreement go and embodies the Agreement, please about any part of th
- 3.2 A legally binding d

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rovider, <<insert name of Service as <<insert trading name if ny name>>,] a <<insert business r, Partnership, LLP, Private 2.>> [registered in England under stration number>>] [,whose <<insert registered address>> ding address is <<insert

insert name>> of <<insert

ting" and any similar expression r sent by e-mail, [text message,]

f a statute is a reference to that ed at the relevant time.

rence to this Agreement and each ed at the relevant time.

to a schedule to this Agreement.

r convenience only and shall have ement.

include the plural and vice versa.

he other gender.

tions.

ding as <<insert trading name if <insert business type, e.g. Sole Company etc.>> [registered in n number>>] [,whose registered d] whose main trading address is

.]
gulator(s)>>.]
sociation(s) etc.>>.]

vent Management Services by Us and You. Before signing this ead it carefully. If You are unsure Us for clarification.

d You will be created upon our

sumer)

mutual acceptance Agreement.

- 3.3 By signing this Ag given or made avail information is alread
 - 3.3.1 The main ch
 - 3.3.2 Our identity below in Cla
 - 3.3.3 The total Pri if the nature cannot be calculated;
 - 3.3.4 The arrange within whicl Services;
 - 3.3.5 Our complai
 - 3.3.6 Where appl guarantees;
 - 3.3.7 The duration is of indeten conditions for

4. **Price and Payment**

- 4.1 The Price payable f 2.
- 4.2 All Prices shown in between the date or adjust the rate of V. Prices where We ha
- 4.3 Before We begin required to pay a D total Price for the E Your Deposit is <<ir
- 4.4 In certain circumsta Your Deposit may calculated based up amount of work (if for details of cancel
- 4.5 The balance of the to the date of the E Services].
- 4.6 We accept the follow
 - 4.6.1 <<insert type
 - 4.6.2 <<insert type
 - 4.6.3 <<insert type











ated by Us and You signing this

reby acknowledge that We have information (save for where such text of the transaction):

Management Services;

2) and contact details (as set out

ement Services including taxes or, ent Services is such that the Price the manner in which it will be

ormance and the time by which (or erform the Event Management

sales services and commercial

re applicable, or if this Agreement b be extended automatically, the

nt Services is detailed in Schedule

VAT. If the rate of VAT changes te date of Your payment, We will Changes in VAT will not affect any ment in full from You.

nagement Services, You will be > (<<insert percentage>>% of the es). The due date for payment of

agement Services are cancelled, n part. The amount due will be ent Management Services and the by Us. Please refer to Clause 9

later than <<insert period>> prior provided the Event Management

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t:

4.6.4 <<insert type

4.6.5 <<add more

- 4.7 [Credit and/or debit charged>>.]
- 4.8 If You do not make invoice, We may of <<insert percentage rate of <<insert ban basis from the due overdue sum, whet due when paying an Your event begins, date may result in occurs, We will reta undertaken and Ou and may still demar that We have alre work).]
- 4.9 The provisions of su Us to dispute an in dispute is ongoing.

5. Providing the Event Mana

- 5.1 As required by law reasonable skill and event management provided by Us abo
- 5.2 [Subject to the re Management Service
- 5.3 We will make eve Services on time (a cannot, however, be control occurs. Plea
- 5.4 If We require any in Event Managemen reasonably possible
- 5.5 If the information of Clause 5.4 is dela responsible for any from Us to correct of or otherwise incorrect that You have taken work.

6. **Problems with the Event**

6.1 We always use rea Management Servio

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nuired>>

insert point at which a card will be

ue date as shown on the relevant the overdue sum at the rate of er annum above the base lending me. Interest will accrue on a daily he actual date of payment of the nent. You must pay any interest ent of the Price is required before to make the payment by the due ent Management Services. If this o cover preparatory work already ide services to another customer, f the Event Management Services , but not limited to, preparatory

bly if You have promptly contacted interest will accrue while such a

vent Management Services with est practices and standards in the accordance with any information it Services and about Us.

ue,] We will provide the Event ule 1.

provide the Event Management e specification in Schedule 1). We y delays if an event outside of Our nts outside of Our control.

n from You in order to provide the orm You of this as soon as is

the action You take under suberwise incorrect, We will not be ult. If additional work is required ke made as a result of incomplete that You have provided or action reasonable additional sum for that

and Your Legal Rights

e that Our provision of the Event wever, there is a problem with the

isumer)

Event Management reasonably possible

- 6.2 We will use reas Management Servic relevant circumstan
- 6.3 We will not charge problems have bee contractors, or whe been caused by inc or incorrect or incor We may charge You
- 6.4 As a consumer, Yo services. For full de it is recommended Trading Standards Services with reaso performance or, if the inconvenience to Y Management Service provided about the or, if that is not inconvenience to Y does not relate to t have the right to a repeat the Event M We will not charge such repeat perforn be any sum up payment(s) to Us, r be issued without starting on the date and made via the s request an alternati to the Event Man materials that are fa

7. Our Liability

- 7.1 We will be responsuffer as a result negligence (includir or damage is fores negligence or if it is We will not be respo
- 7.2 We provide Event purposes). We Management Servi entering into this Management Servi loss of profit, loss business opportunit
- 7.3 [If We are providin

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hat You inform Us as soon as is ntact Us in writing in this case)].

nedy problems with the Event nably possible and practical in the

ms under this Clause 6 where the Our agents or employees or sub-We determine that a problem has rmation or items provided by You, ou, sub-Clause 5.5 will apply and

ts with respect to the purchase of and guidance on exercising them. local Citizens Advice Bureau or perform the Event Management have the right to request repeat e within a reasonable time without a reduction in price. If the Event line with information that We have ht to request repeat performance hin a reasonable time without ncerns information about Us that vent Management Services), You r any reason We are required to accordance with Your legal rights, We will bear any and all costs of a price reduction applies, this may where You have already made tial refund. Any such refunds will y event within 14 calendar days at You are entitled to the refund) riginally used by You unless You b Your legal rights relating directly also have remedies if We use bed.

e loss or damage that You may greement or as a result of Our , agents or sub-contractors). Loss s consequence of Our breach or d Us when the contract is created. mage that is not foreseeable.

for domestic and private use (or representation that the Event cial purposes of any kind. By that You will not use the Event Ve will not be liable to You for any n to business or for any loss of

ervices in Your property and We

sumer)

cause any damage You. We are not i Your property.]

- 7.4 Nothing in this Agr personal injury cau agents or sub-contr
- 7.5 Nothing in this Agr perform the Event I accordance with in Services or about U
- 7.6 Nothing in this Agr consumer. For mo Citizens Advice Bur

8. Events Outside of Our Co

- 8.1 We will not be liab under this Agreeme beyond Our reason power failure, inte industrial action by flood, storms, earl actual), acts of war for war), epidemic o Our reasonable con
- 8.2 If any event descril affect Our performa
 - 8.2.1 We will infor
 - 8.2.2 Our obligation limits that W
 - 8.2.3 We will infor provide det Managemen
 - 8.2.4 If an event Agreement, under sub-C
 - 8.2.5 If the event period>> we right to ca cancellation. will be paid t within 14 Ca

9. Cancellation

9.1 [You are free to ca without notice at ar begun providing the Event Management

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t damage at no additional cost to existing faults or damage in or to

e or limit Our liability for death or (including that of Our employees, udulent misrepresentation.

e or limit Our liability for failing to ith reasonable care and skill or in Js about the Event Management

le or limit Your legal rights as a rights, please refer to Your local s Office

lay in performing Our obligations elay results from any cause that is ses include, but are not limited to: illure, strikes, lock-outs or other other civil unrest, fire, explosion, acts of terrorism (threatened or threatened, actual or preparations or any other event that is beyond

occurs that is likely to adversely ions under this Agreement:

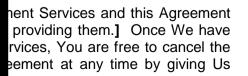
onably possible;

it will be suspended and any time tended accordingly;

outside of Our control is over and , times or availability of Event

curs and You wish to cancel this rdance with Your right to Cancel

continues for more than <<insert Agreement in accordance with Our 9.4.3 and inform You of the bu as a result of that cancellation sonably possible, and in any event ellation notice.



sumer)

<<insert period>> w Event Management refunded to You [w Management Servid deducted from any You for those sums with Clause 4. Any possible, and in any cancellation.

- 9.2 If any of the followir and this Agreemer made any payment yet provided, these possible, and in any cancellation. If We not yet paid for, the if no refund is due required to make because of Our bre make any payment paid]. You will no circumstances:
 - 9.2.1 We have bre to remedy th so in writing;
 - 9.2.2 We enter int over Our as
 - 9.2.3 We are una event outsid
 - 9.2.4 We wish to disadvantag
- 9.3 We may need to c providing them due due to the occurrer cancellation is neo possible. If you hav yet provided, these possible, and in any cancellation.
- 9.4 If any of the followin and this Agreemen made any payment yet provided, these possible, and in any If We have provided for, the sums due w is due, We will invo payment in accorda period>> notice in tl



e made any payment to Us for any yet provided, these sums will be d>>]. If We have provided Event et paid for, the sums due will be no refund is due, We will invoice d to make payment in accordance be paid as soon as is reasonably ar Days of Our acceptance of Your

I the Event Management Services Us written notice. If You have anagement Services We have not to You as soon as is reasonably ar Days of Our acceptance of Your nagement Services that You have ed from any refund due to You or, for those sums and You will be with Clause 4. If You cancel 9.2.1, You will not be required to a full refund of any sums already <<insert period>> notice in these

any material way and have failed t period>> of You asking Us to do

dministrator or receiver appointed

Management Services due to an r sub-Clause 8.2.4); or

this Agreement to Your material

ement Services before We begin equired personnel or materials, or of Our reasonable control. If such you as soon as is reasonably Us for any Services We have not to You as soon as is reasonably ar Days of Us informing You of the

I the Event Management Services You written notice. If You have anagement Services We have not to You as soon as is reasonably ar Days of Our cancellation notice. ervices that You have not yet paid refund due to You or, if no refund and You will be required to make will not be required to give <<insert

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- 9.4.1 You fail to n does not aff sub-Clause
- 9.4.2 You have b failed to rem to do so in w
- 9.4.3 We are una event outsic Clause 8.2.5
- 9.5 For the purposes of 9.4.2) a breach of minimal or trivial in sub-Clause 9.2.1 ar a breach is materia accident, mishap, m

10. Communication and Con

- 10.1 If You wish to cor number>> or by em
- 10.2 In certain circumsta Clauses throughout use the following m
 - 10.2.1 Contact Us I

10.2.2 Contact Us address>>.

11. Complaints and Feedbac

- 11.1 We always welcome all reasonable ender Ours is a positive of cause for complaint
- 11.2 All complaints are h and procedure, ava
- 11.3 If You wish to comp but not limited to, th contact Us in one of
 - 11.3.1 [In writing, department>
 - 11.3.2 [By email, department>
 - 11.3.3 [Using Our of form;]
 - 11.3.4 [By contactil choosing op

as required under Clause 4 (this interest on overdue sums under

t in any material way and have <insert period>> of Us asking You

Management Services due to an period longer than that in sub-

particular, sub-Clauses 9.2.1 and considered 'material' if it is not terminating Party (i.e. You under 9.4.2). In deciding whether or not to whether it was caused by any ing.

act Us by telephone at <<insert ess>>.

Us in writing (as stated in various contacting Us in writing You may

l address>>; or

nsert company name>>, <<insert

tomers and, while We always use our experience as a customer of it to hear from you if you have any

ith Our complaints handling policy on(s)>>.

Your dealings with Us, including, ent Management Services, please

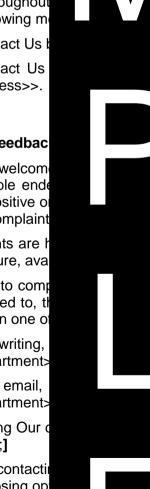
t name and/or position and/or

t name and/or position and/or s>>;]

the instructions included with the

c<insert telephone number>> [and vhen prompted.]]

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For complete details of Ou data including, but not limi legal basis or bases for us personal data sharing (wh available from <<insert loca

13. Other Important Terms

- 13.1 We may transfer (a third party (this ma occurs You will b Agreement will not be transferred to the
- 13.2 You may not tra Agreement without unreasonably withh
- 13.3 This Agreement is t person or third part enforce any provisio
- 13.4 If any of the provisi otherwise unenford provision(s) shall be The remainder of th
- 13.5 No failure or delay under this agreeme by Us or You of a b Party will waive any

14. Governing Law and Juris

- 14.1 This Agreement a contractual or other with the law of [Eng
- 14.2 As a consumer, Yo your country of res reduces Your rights
- 14.3 Any dispute, contro to this Agreement contractual or othe England, Wales, S residency.

SIGNED for and on behalf of the S <<Name and Title of person signir











otection)

storage, and retention of personal which personal data is used, the its and how to exercise them, and refer to the Our Privacy Notice Schedule <<insert number>>].

d rights under this Agreement to a if We sell Our business). If this writing. Your rights under this gations under this Agreement will ain bound by them.

ligations and rights under this nission (such permission not to be

s not intended to benefit any other person or party will be entitled to

re found to be unlawful, invalid or or other authority, that / those the remainder of this Agreement. lid and enforceable.

ising any of our respective rights has been waived, and no waiver this Agreement means that either e same or any other provision.

etween You and Us (whether by, and construed in accordance Ireland] [Scotland].

handatory provisions of the law in Clause 14.1 above takes away or those provisions.

aim between You and Us relating between You and Us (whether o the jurisdiction of the courts of reland, as determined by Your

r>>

Authorised Signature

Date: _____

SIGNED for and on behalf of the C <<Name and Title of person signir

Authorised Signature

Date: _____



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The Event

<<Insert a detailed description of Event Management Services>>

The Event Management Service

<<Insert a detailed specification of Service Provider to the Client>>



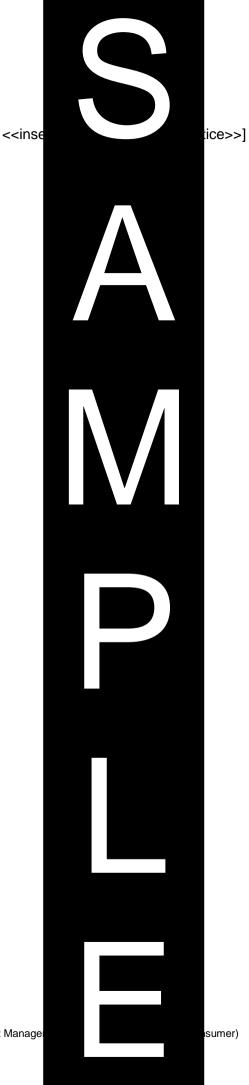
Service Provider is to provide the

nt Services to be provided by the

The Price

<<Insert full details of the Price agreed sums and due dates>>

anagement Services including all



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