

S

A

M

P

L

E

EVENT MANAGEMENT

S

**THIS AGREEMENT** is made the

**BETWEEN:**

- (1) <<insert name of Service Provider>> [, <<insert trading name if different from company name>>], <<insert legal form, e.g. Sole Trader, Partnership, LLP, Private Limited Company>> registered in England under number <<insert registration number>>] [, <<insert registered address>>] and] whose main trading address is <<insert registered address>> (<<insert trading name>> (“the Service Provider”) and
- (2) <<Name of Client>> of <<insert address>> (<<insert trading name>> “the Client”)

**WHEREAS:**

- (1) The Service Provider provides <<insert description of Services [ <<insert more specific details if required>>] to clients with a reasonable skill, knowledge and experience in that field.
- (2) The Client wishes to engage the Service Provider to provide the Event Management Services for their Event set out in Schedule 1 subject to the terms and conditions of this Agreement.
- (3) The Service Provider agrees to provide the Event Management Services set out in Schedule 1 subject to the terms and conditions of this Agreement to the Client.

**IT IS AGREED** as follows:

- 1. **Definitions and Interpretation**
  - 1.1 In these Terms and Conditions, unless the context otherwise requires, the following expressions shall have the following meanings:
    - “**Business Day**” means any day other than a Saturday, Sunday or bank holiday;
    - “**Calendar Day**” means any day of the year;
    - “**Deposit**” means any payment made to Us under sub-clause 1.1.1;
    - “**Event**” means any event which You require the Event Management Services for as specified in Schedule 1;
    - “**Event Management Services**” means the Event Management services which are to be provided to You as specified in Schedule 1;
    - “**Month**” means any month;
    - “**Price**” means the price payable for the Event Management Services as specified in Schedule 2;

A

M

P

L

E

“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 i
- 1.7 Each reference to th
- 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 num 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 inf

## 3. The Contract

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

S

A

M

P

L

E

provider, <<insert name of Service as <<insert trading name if ny name>>,) a <<insert business r, Partnership, LLP, Private c.>> [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.

ne other gender.

tions.

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

].

gulator(s)>>].

sociation(s) etc.>>].

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

d You will be created upon our

S

mutual acceptance Agreement.

dated by Us and You signing this

3.3 By signing this Agreement, you hereby acknowledge that We have given or made available to you all the information (save for where such information is already in the public domain) in the context of the transaction):

By signing this Agreement, you hereby acknowledge that We have given or made available to you all the information (save for where such information is already in the public domain) in the context of the transaction):

3.3.1 The main characteristics of the Management Services;

Management Services;

3.3.2 Our identity and contact details (as set out below in Clause 2)

2) and contact details (as set out

3.3.3 The total Price of the Management Services including taxes or, if the nature of the Management Services is such that the Price cannot be calculated, the manner in which it will be calculated;

Management Services including taxes or, if the nature of the Management Services is such that the Price cannot be calculated, the manner in which it will be

3.3.4 The arrangements for the performance and the time by which (or within which) We will perform the Event Management Services;

performance and the time by which (or within which) We will perform the Event Management

3.3.5 Our complaints procedure;

3.3.6 Where applicable, any guarantees;

retail sales services and commercial

3.3.7 The duration of the Agreement, or if of indefinite duration, the conditions for termination.

are applicable, or if this Agreement is to be extended automatically, the

4. Price and Payment

4.1 The Price payable for the Event Management Services is detailed in Schedule 2.

Event Management Services is detailed in Schedule

4.2 All Prices shown in the Agreement are inclusive of VAT. If the rate of VAT changes between the date of the Agreement and the date of Your payment, We will adjust the rate of VAT accordingly. Changes in VAT will not affect any Prices where We have already received payment in full from You.

VAT. If the rate of VAT changes between the date of Your payment, We will adjust the rate of VAT accordingly. Changes in VAT will not affect any Prices where We have already received payment in full from You.

4.3 Before We begin to provide the Event Management Services, You will be required to pay a Deposit of <<insert percentage>>% of the total Price for the Event Management Services. The due date for payment of Your Deposit is <<insert date>>.

Event Management Services, You will be required to pay a Deposit of <<insert percentage>>% of the total Price for the Event Management Services. The due date for payment of Your Deposit is <<insert date>>.

4.4 In certain circumstances, if the Event Management Services are cancelled, Your Deposit may be returned in part. The amount due will be calculated based upon the amount of work (if any) performed by Us. Please refer to Clause 9 for details of cancellation.

Event Management Services are cancelled, Your Deposit may be returned in part. The amount due will be calculated based upon the amount of work (if any) performed by Us. Please refer to Clause 9 for details of cancellation.

4.5 The balance of the Price payable for the Event Management Services shall be due to the date of the Event Management Services].

no later than <<insert period>> prior to the date of the Event Management Services provided the Event Management

4.6 We accept the following terms and conditions:

terms and conditions:

4.6.1 <<insert type of terms and conditions>>

4.6.2 <<insert type of terms and conditions>>

4.6.3 <<insert type of terms and conditions>>

A

M

P

L

E

S

4.6.4 <<insert type

4.6.5 <<add more

required>>.

4.7 [Credit and/or debit charged>>.]

insert point at which a card will be

4.8 If You do not make invoice, We may <<insert percentage rate of <<insert bank basis from the due overdue sum, when due when paying at Your event begins, date may result in occurs, We will retain undertaken and Our and may still demand that We have already work).]

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

4.9 The provisions of such Us to dispute an interest dispute is ongoing.

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

5. Providing the Event Man

5.1 As required by law reasonable skill and event management provided by Us about

Event Management Services with best practices and standards in the accordance with any information at Services and about Us.

5.2 [Subject to the relevant Management Service

due,] We will provide the Event rule 1.

5.3 We will make event Services on time (although cannot, however, be control occurs. Please

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

5.4 If We require any information Event Management reasonably possible

on from You in order to provide the form You of this as soon as is

5.5 If the information of Clause 5.4 is delayed responsible for any from Us to correct or otherwise incorrect that You have taken work.

at the action You take under sub- otherwise 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

6. Problems with the Event

and Your Legal Rights

6.1 We always use real Management Service

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

A

M

P

L

E

S

Event Management  
reasonably possible

that You inform Us as soon as is  
contact Us in writing in this case)].

6.2 We will use rea  
Management Serv  
relevant circumstan

hedy problems with the Event  
nably possible and practical in the

6.3 We will not charge  
problems have bee  
contractors, or whe  
been caused by ind  
or incorrect or incor  
We may charge You

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

6.4 As a consumer, Yo  
services. For full de  
it is recommended  
Trading Standards  
Services with reaso  
performance or, if th  
inconvenience to Yo  
Management Serv  
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 perform  
be any sum up to  
payment(s) to Us, n  
be issued without  
starting on the date  
and made via the s  
request an alternati  
to the Event Mana  
materials that are fa

ts with respect to the purchase of  
and guidance on exercising them,  
local Citizens Advice Bureau or  
perform the Event Management  
You 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  
ght to request repeat performance  
thin a reasonable time without  
ncerns information about Us that  
vent Management Services), You  
or 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  
rtial refund. Any such refunds will  
y event within 14 calendar days  
at You are entitled to the refund)  
originally used by You unless You  
o Your legal rights relating directly  
also have remedies if We use  
bed.

A

M

P

**7. Our Liability**

7.1 We will be respon  
suffer as a result  
negligence (includin  
or damage is fores  
negligence or if it is  
We will not be resp

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

7.2 We provide Event  
purposes). We  
Management Serv  
entering into this A  
Management Serv  
loss of profit, loss  
business opportunit

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

7.3 [If We are providin

services in Your property and We

L

E

S

cause any damage to You. We are not responsible for any damage to Your property.]

at damage at no additional cost to You for any existing faults or damage in or to

7.4 Nothing in this Agreement shall seek to exclude or limit Our liability for death or personal injury caused by Our negligence, agents or sub-contractors, or fraudulent misrepresentation.

or limit Our liability for death or personal injury (including that of Our employees, agents or sub-contractors) or fraudulent misrepresentation.

7.5 Nothing in this Agreement shall seek to exclude or limit Our liability for failing to perform the Event Management Services in accordance with information provided to Us about the Event Management Services or about Us.

or limit Our liability for failing to perform the Event Management Services with reasonable care and skill or in accordance with information provided to Us about the Event Management Services or about Us.

7.6 Nothing in this Agreement shall seek to exclude or limit Your legal rights as a consumer. For more information on Your rights, please refer to Your local Citizens Advice Bureau or Citizens Consumer's Office.

or limit Your legal rights as a consumer. For more information on Your rights, please refer to Your local Citizens Advice Bureau or Citizens Consumer's Office.

**8. Events Outside of Our Control**

8.1 We will not be liable under this Agreement for any delay or non-performance beyond Our reasonable control, which includes but is not limited to: power failure, internet failure, industrial action by our staff, flood, storms, earthquake (actual), acts of war (actual or threatened), epidemic or pandemic (actual or threatened), or any other event that is beyond Our reasonable control.

may occur that is likely to adversely affect Our ability to perform Our obligations under this Agreement. Such events include, but are not limited to: power failure, internet failure, industrial action by our staff, flood, storms, earthquake (actual), acts of war (actual or threatened), epidemic or pandemic (actual or threatened), or any other event that is beyond Our reasonable control.

8.2 If any event described in 8.1 occurs that is likely to adversely affect Our performance under this Agreement:

occurs that is likely to adversely affect Our performance under this Agreement:

8.2.1 We will inform You as soon as reasonably possible;

as soon as reasonably possible;

8.2.2 Our obligations under this Agreement will be suspended and any time limits that We have agreed will be extended accordingly;

that will be suspended and any time limits that We have agreed will be extended accordingly;

8.2.3 We will inform You as soon as reasonably possible outside of Our control is over and we will endeavour to resume the Event Management Services as soon as possible;

outside of Our control is over and we will endeavour to resume the Event Management Services as soon as possible;

8.2.4 If an event described in 8.1 occurs and You wish to cancel this Agreement, We will refund to You the amount paid to Us under sub-Cancellation in accordance with Your right to Cancel.

occurs and You wish to cancel this Agreement, We will refund to You the amount paid to Us under sub-Cancellation in accordance with Your right to Cancel.

8.2.5 If the event described in 8.1 continues for more than <<insert period>> we will reserve the right to cancel the Agreement in accordance with Our right to Cancel in 9.4.3 and inform You of the cancellation. We will refund to You the amount paid to Us as a result of that cancellation as soon as reasonably possible, and in any event within 14 Calendar Days of the cancellation notice.

continues for more than <<insert period>> we will reserve the right to cancel the Agreement in accordance with Our right to Cancel in 9.4.3 and inform You of the cancellation. We will refund to You the amount paid to Us as a result of that cancellation as soon as reasonably possible, and in any event within 14 Calendar Days of the cancellation notice.

**9. Cancellation**

9.1 [You are free to cancel the Agreement at any time without notice at any time after We have begun providing the Event Management Services and this Agreement is in force.] Once We have begun providing the Event Management Services, You are free to cancel the Agreement at any time by giving Us

the Agreement at any time without notice at any time after We have begun providing them.] Once We have begun providing the Event Management Services, You are free to cancel the Agreement at any time by giving Us

A

M

P

L

E

S

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

e made any payment to Us for any  
yet provided, these sums will be  
>>]. 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

9.2 If any of the followin  
and this Agreement  
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:

l the Event Management Services  
Us written notice. If You have  
management Services We have not  
to You as soon as is reasonably  
ar Days of Our acceptance of Your  
management 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

9.2.1 We have bre  
to remedy th  
so in writing;

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

9.2.2 We enter int  
over Our ass

administrator or receiver appointed

9.2.3 We are una  
event outsid

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

9.2.4 We wish to  
disadvantag

this Agreement to Your material

9.3 We may need to d  
providing them due  
due to the occurre  
cancellation is nec  
possible. If you hav  
yet provided, these  
possible, and in any  
cancellation.

ement Services before We begin  
required 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

9.4 If any of the followin  
and this Agreement  
made any payment  
yet provided, these  
possible, and in any  
If We have provide  
for, the sums due w  
is due, We will invc  
payment in accorda  
period>> notice in t

l the Event Management Services  
You written notice. If You have  
management Services We have not  
to You as soon as is reasonably  
ar Days of Our cancellation notice.  
services 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

A

M

P

L

E



S

9.4.1 You fail to m... does not aff... sub-Clause 4

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

9.4.2 You have b... failed to rem... to do so in w

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

9.4.3 We are una... event outsid... Clause 8.2.5

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

9.5 For the purposes of 9.4.2) a breach of minimal or trivial in sub-Clause 9.2.1 and a breach is material accident, mishap, m

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 ng.

10. **Communication and Con**

M

10.1 If You wish to cor... number>> or by em

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

10.2 In certain circumsta... Clauses throughout... use the following m

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

10.2.1 Contact Us b... address>>; or

10.2.2 Contact Us... address>>.

insert company name>>, <<insert

11. **Complaints and Feedback**

P

11.1 We always welcom... all reasonable ende... Ours is a positive of... cause for complaint

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

11.2 All complaints are h... and procedure, ava

with Our complaints handling policy ion(s)>>.

11.3 If You wish to comp... but not limited to, th... contact Us in one of

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

11.3.1 [In writing, department>

t name and/or position and/or

11.3.2 [By email, department>

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

11.3.3 [Using Our d... form;]

g the instructions included with the

11.3.4 [By contacti... choosing op

<insert telephone number>> [and when prompted.]]

E



\_\_\_\_\_  
Authorised Signature

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Authorised Signature

Date: \_\_\_\_\_

S

A

M

P

L

E

S

**The Event**

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

Service Provider is to provide the

A

**The Event Management Services**

<<Insert a detailed specification of Event Management Services to be provided by the Service Provider to the Client>>

Client Services to be provided by the

M

P

L

E

**The Price**

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

Management Services including all

S

A

M

P

L

E

S

<<insert text>>]

A

M

P

L

E