

EVENT SERVICES AGREEMENT

This Agreement is executed on **[Today's Date]** between **[Your Firm Name]** (a partnership firm, hereinafter referred to as "the Agency," which expression shall include its successors and assigns) and **[Client Name]** (hereinafter referred to as "the Client," which expression shall include its successors and assigns). The Agency and the Client are hereinafter each referred to as a **'Party'**; and together, the **'Parties'**.

It is agreed by and between the Client and the Agency as follows:

1. Appointment

The Client hereby appoints the Agency to provide event management services for **[Event Name/Details]** scheduled on **[Event Date(s)]**.

2. Objective and Scope of Services

The Agency will deliver the following event management services (detailed in the **Service Summary**):

- Event Planning and Coordination
- Venue Sourcing and Management
- Vendor Management (catering, audiovisuals, décor, etc.)
- Logistics and Timeline Execution
- On-site Event Management and Supervision
- Post-Event Reporting and Feedback Collection

Exclusions: Services such as PR/advertising, paid promotions, and additional expenses not explicitly included in the Service Summary.

3. Commencement and Duration

This Agreement commences on **[Proposal Start Date]** and shall remain in force until **[Proposal End Date]**, unless terminated earlier under this Agreement.

4. Extent of the Agreement

This Agreement constitutes the entire understanding between the Client and the Agency. No variations shall be valid unless made in writing and signed by both Parties.

5. Confidentiality

The Agency shall maintain strict confidentiality regarding all proprietary or confidential information received from the Client, including event plans, guest details, and budgets.

Confidentiality does not apply to information:

- a) Publicly known or available,
 - b) Independently developed by the receiving Party, or
 - c) Required to be disclosed by law.
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6. Governing Laws

This Agreement shall be governed by the laws of India and subject to the jurisdiction of courts at **Delhi, India**.

7. Agency Fees and Remuneration

The Client agrees to pay the Agency fees as outlined in the **Pricing Section**. Fees will be invoiced in accordance with the agreed payment milestones and must be paid within **15 days** of invoice issuance.

Late Payments: Overdue invoices will incur a **2% monthly interest** charge. Services may be paused if invoices remain unpaid after **30 days**.

8. Disbursements

In addition to the agreed fees, the Client shall reimburse any expenses incurred by the Agency for the event (e.g., venue deposits, third-party vendor payments, travel expenses). All disbursements will be itemized in the invoice.

9. Mutual Responsibilities

Client Responsibilities:

- a) Provide timely access to event-related details, budgets, and approvals.
- b) Offer prompt feedback and decisions to avoid delays.
- c) Ensure compliance with venue policies and guest protocols.

Agency Responsibilities:

- a) Deliver services in line with the agreed event plan and timeline.
 - b) Coordinate with vendors and stakeholders for smooth execution.
 - c) Provide post-event feedback reports as agreed.
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10. Copyright and Ownership

10.1 The Agency shall not use copyrighted materials from third parties without proper authorization. The Client shall ensure that all provided content (e.g., logos, event visuals) is free of legal complications.

10.2 All event deliverables (e.g., event videos, photos) will remain the Client's property upon full payment.

11. Taxes

All applicable taxes and statutory levies shall be borne by the Client and are payable in addition to the agreed fees.

12. Indemnity

Agency's Indemnity: The Agency shall indemnify the Client against any loss arising from breaches of this Agreement. However, the Agency is not responsible for delays or mishaps caused by third-party vendors or circumstances beyond its control.

Client's Indemnity: The Client shall indemnify the Agency against any losses resulting from legal issues or breaches caused by the Client's event content or instructions.

13. Performance Evaluation

The Agency shall share regular updates and post-event evaluation reports to assess the success of the event. Any deviations from the agreed plan shall be mutually discussed and resolved.

14. Non-Solicitation

Both Parties agree not to solicit, hire, or contract any employees or contractors of the other Party during the term of this Agreement and for **1 year** after termination, without prior written consent.

15. Force Majeure

Neither Party shall be liable for delays or non-performance due to events beyond their control, including but not limited to: strikes, natural disasters, or emergencies.

16. Modification in Terms

Changes to this Agreement shall be valid only if made in writing and signed by authorized representatives of both Parties.

17. Termination

Either Party may terminate this Agreement by providing **1 month's written notice**. Upon termination:

- a) The Client shall pay all fees for services rendered up to the termination date.
 - b) Both Parties will continue to fulfill obligations during the notice period.
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18. Notices

Notices under this Agreement shall be sent to the addresses specified below:

Agency Address: [Your Firm Address]

Client Address: [Client's Address]

All notices shall be delivered by registered post, courier, or personal delivery and acknowledged in writing.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day, month, and year first written above.

For [Your Firm Name] | For [Client Name]

Signature: _____ | Signature: _____

Name: _____ | Name: _____

Designation: _____ | Designation: _____

Date: _____ | Date: _____