

Event Management Client Contract

Events, Weddings & Entertainment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Draft an event management services contract between your company and a client — scope and deliverables, fee and payment milestones, responsibilities, cancellation and liability — to formalise the engagement. Fill in the terms below.

Purpose of this tool & output

The master agreement with your client

How the output is used

Use the draft as the master agreement with your client — scope, deliverables, fees, payment, cancellation and liability — then have a lawyer review it.

Who receives it

The agreement is between the event company and the client; each keeps a signed copy.

Fees & charges

Stamp duty per your state stamp act; GST is handled in invoicing, and an advance is usually taken on signing.

Who should vet it

A lawyer, to check the payment-schedule, cancellation, liability-cap and force-majeure clauses before signing.

Important cautions

AI-generated draft; have a lawyer review before signing.

Companion documents

- Event Budget & Costing Sheet
- Event P&L
- Event Quotation Builder
- Event Business Pricing Strategy
- Event Profitability Analysis
- Event Staffing Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

