

EVENT COORDINATOR SERVICES AGREEMENT

Location: _____ Date: _____

PARTIES:

Client (Name): _____

Client Address: _____

Client Phone/Email: _____

Event Coordinator:

Coordinator Name: _____

Coordinator Address: _____

Coordinator Phone/Email: _____

EVENT DETAILS:

Event Name: _____

Event Location: _____

Event Date(s): _____

Event Description: _____

SERVICES TO BE PROVIDED BY COORDINATOR:

The Coordinator agrees to provide professional event coordination services which may include but are not limited to planning, organizing, scheduling, vendor management, onsite coordination, and post-event follow-up as agreed with the Client. Coordinator shall perform the services in a timely, professional, and workmanlike manner consistent with industry standards.

COMPENSATION AND PAYMENT:

Client agrees to pay Coordinator a total fee of _____ USD for the services described. Payment shall be made as follows: a deposit of _____ USD upon execution of this Agreement, with the balance due upon completion of services or as otherwise agreed in writing. All payments are non-refundable except as otherwise provided herein.

TERM AND TERMINATION:

This Agreement shall commence upon execution and shall terminate upon completion of services or as mutually agreed. Either party may terminate this Agreement upon written notice if the other party materially breaches any provision and fails to cure such breach within fourteen (14) days of receipt of notice. Upon termination, Client shall pay Coordinator for all services rendered and expenses incurred through the date of termination.

INDEPENDENT CONTRACTOR RELATIONSHIP:

Coordinator is an independent contractor and not an employee, agent, or partner of Client. Coordinator shall be solely responsible for payment of all taxes, insurance, and benefits related to its performance under this Agreement.

CONFIDENTIALITY:

Both parties agree to maintain the confidentiality of all non-public information obtained in connection with this Agreement and not to disclose such information to any third party except as required by law or with prior written consent.

INDEMNIFICATION:

Coordinator agrees to indemnify, defend, and hold harmless Client and its officers, employees, and agents from and against any and all claims, liabilities, damages, losses, and expenses (including reasonable attorneys' fees) arising out of or resulting from Coordinator's performance under this Agreement, except to the extent caused by Client's negligence or willful misconduct.

LIMITATION OF LIABILITY:

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER IN CONTRACT, TORT, OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

INSURANCE:

Coordinator shall maintain adequate insurance coverage including general liability insurance and any other insurance required by law or reasonably requested by Client during the term of this Agreement.

COMPLIANCE WITH LAWS:

Coordinator shall comply with all applicable federal, state, and local laws, ordinances, regulations, and codes in the performance of services under this Agreement.

DISPUTE RESOLUTION:

Any dispute arising out of or relating to this Agreement shall be resolved first through good faith negotiations. If unresolved, the dispute shall be submitted to binding arbitration in accordance with the rules of the American Arbitration Association, held in the state of Client's principal place of business.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law principles.

ENTIRE AGREEMENT:

This Agreement, including any attachments or addenda, constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements, whether written or oral.

AMENDMENTS:

No amendment or modification of this Agreement shall be effective unless in writing and signed by both parties.

SEVERABILITY:

If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

CLIENT'S SIGNATURE

COORDINATOR'S SIGNATURE

Signature: _____

Signature: _____

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