Expanded Sample Contracts for Olson Events

# Client Agreement Template

This Client Agreement ("Agreement") is entered into as of [Date], by and between Olson Events, LLC ("Company") and [Client Name] ("Client").

## 1. Services Provided

Olson Events agrees to provide event planning services as outlined in the attached Event Scope of Work, including but not limited to venue selection, vendor coordination, event design, and day-of coordination. Exclusions include any tasks not explicitly mentioned in the Scope of Work. Key deliverables include [List Deliverables], to be completed by [Date]. The Company will maintain regular communication with the Client to ensure all expectations are met.

## 2. Payment Terms

The total fee for services is [Amount], payable as follows: [Percentage]% deposit upon signing, [Percentage]% 30 days prior to the event, and the remaining balance on the day of the event. Payments can be made via [Payment Methods]. Late payments will incur a penalty of [Percentage]% per week. Additional services requested after the signing of this Agreement will be invoiced separately at the rate of [Hourly Rate] per hour.

## 3. Cancellation Policy

In the event of cancellation by the Client, the following refund schedule applies: [Percentage]% of the deposit is refundable if cancellation occurs more than 90 days before the event, [Percentage]% if between 90 and 30 days, and non-refundable within 30 days of the event. Cancellations due to force majeure (e.g., natural disasters) will result in a full refund, less any non-recoverable costs incurred by the Company.

## 4. Liability

Olson Events will take all reasonable precautions to ensure the safety and success of the event. However, the Company is not responsible for any damages, loss, or injury that may occur, except in cases of gross negligence or willful misconduct. The Client agrees to obtain event insurance to cover potential liabilities, including coverage for third-party vendors and guests.

## 5. Dispute Resolution

In the event of a dispute, the parties agree to first attempt mediation. If mediation is unsuccessful, the dispute will be resolved through binding arbitration in [City, State]. Costs related to the arbitration process will be shared equally by both parties unless otherwise determined by the arbitrator.

## 6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the state of [State]. Any legal action arising under this Agreement shall be filed in the appropriate court within the jurisdiction of [City, State].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Client Name]  
Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Olson Events, LLC  
Date

# Vendor Contract Template

This Vendor Contract ("Contract") is entered into as of [Date], by and between Olson Events, LLC ("Company") and [Vendor Name] ("Vendor").

## 1. Scope of Work

Vendor agrees to provide the following services/products: [Description of services/products], to be delivered by [Date]. The Vendor will adhere to the quality standards outlined in the attached Specifications Document. Any changes to the Scope of Work must be approved in writing by both parties.

## 2. Payment

The Company agrees to pay the Vendor [Amount], payable as follows: [Percentage]% upon signing, [Percentage]% upon delivery, and the remaining balance upon final approval of the services/products. Any payment disputes must be documented and submitted within 14 days of invoice receipt. Vendor agrees to provide a detailed invoice including all services/products delivered.

## 3. Delivery

Vendor will deliver the services/products to [Delivery Location] by [Delivery Date]. The Company reserves the right to inspect and approve the delivered services/products. Any issues or discrepancies must be resolved within [Timeframe] of delivery. Failure to deliver on time or meet the agreed standards may result in penalties or contract termination.

## 4. Confidentiality

Vendor agrees to maintain the confidentiality of all proprietary and sensitive information shared by Olson Events, including client details, event plans, and pricing structures. The Vendor will not disclose this information to any third party without prior written consent. Any breach of confidentiality will result in immediate contract termination and potential legal action.

## 5. Termination

Either party may terminate this Contract with [Number] days written notice. In the event of termination, the Vendor will return any payments received for services/products not yet delivered. If the Vendor fails to fulfill their obligations, the Company may terminate the Contract immediately, with no obligation to pay for undelivered services/products.

## 6. Indemnification

Vendor agrees to indemnify and hold harmless Olson Events, LLC, its officers, employees, and agents from any claims, damages, or liabilities arising out of the Vendor's performance of this Contract, including but not limited to claims related to intellectual property infringement, product liability, or third-party claims. Vendor must carry adequate insurance coverage to fulfill this indemnification clause.

## 7. Governing Law

This Contract shall be governed by and construed in accordance with the laws of the state of [State]. Any legal action arising under this Contract shall be filed in the appropriate court within the jurisdiction of [City, State].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Vendor Name]  
Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Olson Events, LLC  
Date