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\*\*: The Company agrees to provide event planning services as described in the attached Event Scope of Work.  
  
2. \*\*Payment Terms\*\*: Client agrees to pay the Company a total fee of [Amount] as outlined in the payment schedule.  
  
3. \*\*Cancellation Policy\*\*: Client may cancel the event by providing written notice to the Company. Refunds are subject to the terms outlined in the attached Cancellation Policy.  
  
4. \*\*Liability\*\*: The Company is not liable for any damages, loss, or injury that may occur during the event, except in cases of gross negligence or willful misconduct.  
  
5. \*\*Dispute Resolution\*\*: Any disputes arising under this Agreement will be resolved through binding arbitration in the state of [State].  
  
6. \*\*Governing Law\*\*: This Agreement shall be governed by and construed in accordance with the laws of the state of [State].  
  
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[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].  
  
2. \*\*Payment\*\*: The Company agrees to pay the Vendor [Amount] upon completion of the services/products.  
  
3. \*\*Delivery\*\*: Vendor agrees to deliver the services/products by [Date].  
  
4. \*\*Confidentiality\*\*: Vendor agrees to maintain the confidentiality of all information provided by the Company.  
  
5. \*\*Termination\*\*: Either party may terminate this Contract by providing [Number] days written notice.  
  
6. \*\*Indemnification\*\*: Vendor agrees to indemnify and hold harmless the Company from any claims, damages, or liabilities arising out of the Vendor's performance of this Contract.  
  
7. \*\*Governing Law\*\*: This Contract shall be governed by and construed in accordance with the laws of the state of [State].  
  
IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first above written.

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

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