



Service Contract – EVENT MANAGEMENT

Date: _____

(Save this document and complete the following information in full. When complete email the document to info-services@futurevibes.ca with the VIBE Order# as the subject-line.)

Client Information:

VIBE Order #: **VM** _____

Company*:		Contact Name*:	
Address*:		E-mail*:	
Suite/Floor*:		Phone #*:	
City*:		Fax #:	
Province/State*:		Alt Contact:	
Postal		Alt Phone/E-mail:	

Event Information:

Total Event Budget*: \$ _____

Estimated Attendance*: _____

Event Type*:	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other Specify:	Age Group*:	<input type="checkbox"/> Under 19 <input type="checkbox"/> 19 – 30 <input type="checkbox"/> Above 30 <input type="checkbox"/> All Ages
Event Date(s)*:	Start Date _____ End Date (opt) _____	Time(s)*:	Start time _____ a <input type="checkbox"/> p <input type="checkbox"/> End time _____ a <input type="checkbox"/> p <input type="checkbox"/>

Event Location* (select one only):

Location Acquired (if selected complete below)

FVE Provides Location (client to provided with multiple options)

Location Name:		Address*:	
City*:		Loc. Contact*:	Name _____ Phone _____ ext _____
Optional Location	<input type="checkbox"/> Storage <input type="checkbox"/> Parking <input type="checkbox"/> Directions <input type="checkbox"/> Communicatuons ¹	<input type="checkbox"/> Audio/Visual Equipment	
Requirments:	<input type="checkbox"/> Other (specify): _____		

Other Event Options:

<input type="checkbox"/> Beverages	<input type="checkbox"/> Non-Alcoholic <input type="checkbox"/> Alcoholic (select type): <input type="checkbox"/> Cash Bar <input type="checkbox"/> Host Bar <input type="checkbox"/> Other specify:
<input type="checkbox"/> Food	1. <input type="checkbox"/> Location Provided or <input type="checkbox"/> Catered 2. <input type="checkbox"/> Buffet or <input type="checkbox"/> Plated – Cost/Person \$ _____ <input type="checkbox"/> Other: _____
<input type="checkbox"/> Staffing	1. <input type="checkbox"/> Security (required for Public events) -> <input type="checkbox"/> Provided by Location or <input type="checkbox"/> External 2. <input type="checkbox"/> Door Staff (i.e. guest-list, tickets, etc)
<input type="checkbox"/> Entertainment	1. <input type="checkbox"/> Live Band/Act and/or <input type="checkbox"/> DJ Service → <input type="checkbox"/> FVE DJ (save 25%) or <input type="checkbox"/> Other (specify) 2. Budget \$ _____
<input type="checkbox"/> Promotions / Advertisement	1. <input type="checkbox"/> Print (Flyers, Newspapers, Posters etc) <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Email/Web (www.futurevibes.ca – free) <input type="checkbox"/> Street Team (Vibes Setters) <input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Tickets	2. Budget \$ _____ <input type="checkbox"/> Print <input type="checkbox"/> Online (please select) – <input type="checkbox"/> FVE <input type="checkbox"/> Ticketmaster <input type="checkbox"/> Other (specify)
<input type="checkbox"/> Other Requests	1. Theme _____ → <input type="checkbox"/> Adornments Provided by FVE 2. Other (specify) _____

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May 18, 2006

VIBE ORDER:	Quote Price:	Deposit Amount:	Deposit Due Date:	Admin Approval
VM	\$ _____	\$ _____		

¹ Communications consists of internet, wireless network, and/or other means of telecommunication.

² Smart Served Certified.



Terms and Conditions:

1. Application Information.

- a. 'Client' or 'applicant' refers to the individual or company contracting for FVE service. The client address will be used as the billing address for purposes of all invoices, receipts, and/or other print material pertaining to the event.
- b. FVE for purposes of this contract refers to Future Vibes Entertainment.
- c. Upon receipt of this application, it will be subject to approval. All fields designated with an "*" must be completed in full by the client. Any false/misleading information provided by the applicant may result in the immediate termination of the contract with applicable penalties.
- d. Contract terms come into full force and effect from the contract date until the very last completed service date and payment received in full.
- e. FVE requires the contract date be a full 8 weeks prior to the event's 'start date' as listed in the application to ensure adequate time to plan and/or organize the said event.
- f. In rare and special circumstance FVE may be willing to approve a requested date that is not less than 4 weeks prior to the event's 'start date'. In such special circumstances FVE does not provide any guarantees, warranties or assurances that all requests as provided for on the application will or can be accommodated due to time constraints.
- g. FVE will consider the event 'total budget' amount stated in the application as a guide-line to determine whether or not all requests within the application can be achieved within reason. FVE will consult the client prior to initiating/continuing service actions if additional funding is required and/or when 90% of the client's listed budget as been used. If the client does not state an amount of the total event budget, FVE will assume the client will cover all reasonable costs pertaining to the event requirements with out limitation.
- h. FVE will consider the number stated in the 'Estimated Attendance' portion of the application as a guide-line and will plan to accommodate for that set amount of guests/patrons. If the client does not state a number within this portion of the application, FVE will automatically plan for the event location's capacity according to fire regulations and other laws and by-laws.
- i. *Event types* are considered as follows: *Private* – events that are by invitation only where the client/applicant will not obtain money or any other form of compensation directly or indirectly from the said event that would result in profit; *Public* – events that are open to the general public where the client may or may not obtain profit; and *Other* – events that do not classify under the private and public definitions within this contract.
- j. *Event Location* – The client is required to determine the location of the event. Should the client request that FVE provide the location, FVE will present several options that it feels are most suited for the contemplated event. The client will then do their own research and select from the suggested locations or a location of their own choice as they feel is most suitable for the event. FVE confirms and stated they are not affiliated with any suggested locations and will at all times ensure an unbiased opinion of any location presented.
- k. All information provided in the application is for the sole use of FVE and FVE sub contractors in order to plan and/or organize the event.
- l. The client must provide a 50% deposit and must agree to all the terms and conditions in their entirety as provided for in this contract. The application must be signed by a legally authorized individual and/or corporate agent authorized to bind the corporate entity before FVE will commence their duties and obligations under this contract.
- m. Total cost of FVE Management's services will be determined by a percentage of total budget and/or billable hours plus expenses incurred during the planning and operation of the event.
- n. All payments must be in cash, credit card (online only) or corporate check/money order made out to 'Future Vibes' or 'Future Vibes Entertainment'. Taxes and/or surcharges may apply for credit card transactions and are not included within the total cost of services provided by FVE.
- o. The initial deposit will include a non-refundable Administration Fee of \$75 plus any other fees, surcharges and/or taxes applicable.
- p. *Cancellation Policy* - Upon receipt of the deposit, the client has 48 within which to cancel this contract. Cancellation within the time period provided must be in writing and forwarded to our offices via fax or email. Upon receipt of said notice any applicable refund will be provided within 10 days. The refund will be the funds provided as deposit minus any cost incurred by FVE and minus the administration fee. Any cancellation receives after the 48 hours will result in the forfeiture of the deposit in its entirety and any additional cancellation charges and/or 3rd party costs.
- q. Any outstanding balance is due and payable in its entirety the day prior to the event 'start date'.
- r. Client/applicant MUST:
 - i. Obtain all necessary documentation and licenses that may be required to host the said event;
 - ii. Follow all laws, by-laws, and regulations of any and all levels of government that may regulate the said event.
 - iii. Provide for any and all safety requirements pertaining to the said event.
- s. FVE will not be liable for any damages caused by anyone other than of FVE members. If there is any damage done to equipment provided by FVE for the event, by any patron attending the event, the client will be responsible for the repairs up to the replacement of damaged equipment.
- t. (Public Events) Client must use names and/or logos, provided by FVE when advertising.
- u. (Public Events) Guest(s) of/and all FVE members will receive full guest privileges as if deemed client's guest(s).

I AGREE*

The client hereby understands and agrees to all of the terms and conditions as set out in this document/contract.

Authorized Client Signature

Date