

Taking the stress out of event management: a guide for suppliers

The summer months see a big increase in the number of events held all around the country. From weddings and graduation parties to outdoor festivals, many people take advantage of the season's good weather to get together and have a good time.

But if you're an event supplier, the pressure to deliver a great time for clients can be stressful and comes with some risks. To help you prepare and protect your interests, we've listed three important agreements that should be in place between suppliers and clients.



Venue rental agreement

If you own a venue, renting it out for events can be a great source of income, but it's important to make sure you have the right paperwork in place. Having a venue rental agreement for your rental clients to sign will make sure everyone is on the same page about the details of the venue rental.

The agreement should be as detailed as possible and include the length of rental, payment amount, security deposits, insurance requirements, and other details that should be agreed upon.



Catering agreement

Food and catering can make or break an event so it's really important to get it right. Having a comprehensive catering agreement will ensure expectations are defined from the outset to minimise the risk of disappointment and disputes.

Ideally, a catering agreement should cover:

- ◆ Event details (time, place, etc.)
- ◆ Pricing
- ◆ Payment schedule
- ◆ Guest count
- ◆ Staffing
- ◆ Beverage service
- ◆ Included furnishings or equipment
- ◆ Trash removal
- ◆ If the caterer will need to coordinate with other vendors
- ◆ Insurance requirements

It should also include the food and beverage options and prices for the client to choose from if those haven't been finalized yet.



Photography agreement

High-quality photographs of major life events, or even just a party, can become a client's most treasured possessions. To make sure your client's needs and expectations are managed, and that you're protected from liability, it's essential to have a photography agreement in place before the event.


To guard against risk and transfer liability where appropriate, a photography agreement should include information on:

- ◆ Event details (time, place, etc.)
- ◆ Pricing
- ◆ Payment schedule
- ◆ Promotional use of photographs
- ◆ Copyright
- ◆ An option for purchasing digital files
- ◆ Staffing
- ◆ Equipment and other materials
- ◆ Insurance requirements

With these three agreements in place, client expectations can be managed and disputes avoided so everyone - including the suppliers - can relax and enjoy the event.


Carolina Farmers Mutual Insurance Company have made legal document services available to our Farmowner and Commercial policyholders, free of charge. Follow the correct link depending on your policy type, to get access to a host of event related agreements and more.

Farmowner policyholders

 [Click here](#) and log in or
register with the access code
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Policy number



Commercial policyholders

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