

WORKING MUSICIANS ALLIANCE: Cancellation Agreement Template

SECTION 1 — ORIGINAL AGREEMENT INFORMATION

Original Event / Project Name:

Original Event / Project Date(s):

Original Agreement Type:

- Performance Agreement
- Venue Agreement
- Touring Agreement
- Vendor Agreement
- Sponsorship Agreement
- Contractor Agreement
- Guest Appearance Agreement
- Other:

Original Agreement Date:

Event / Project Location:

SECTION 2 — PARTY INFORMATION

PARTY A

Individual / Organization Name:

Representative Name:

Phone / Email:

PARTY B

Individual / Organization Name:

Representative Name:

Phone / Email:

SECTION 3 — CANCELLATION DETAILS

Cancellation Type:

- Full Cancellation
- Partial Cancellation
- Postponement
- Withdrawal From Participation

- Mutual Termination
- Other:

Effective Cancellation Date:

Reason For Cancellation:

Additional Cancellation Notes:

Party A Initials: _____

Party B Initials: _____

SECTION 4 – FINANCIAL TERMS

Deposit Refund Terms:

Outstanding Balance Responsibilities:

Reimbursement Obligations:

Cancellation Fees (if applicable):

Payment Deadlines:

Payment Method:

Additional Financial Notes:

Party A Initials: _____

Party B Initials: _____

SECTION 5 – TRAVEL, LODGING & EXPENSES

Travel Cancellation Responsibility:

Lodging Cancellation Responsibility:

Equipment Rental Responsibility:

Vendor / Staffing Costs:

Additional Expense Notes:

Party A Initials: _____

Party B Initials: _____

SECTION 6 – PUBLIC COMMUNICATION & PROMOTION

Public Cancellation Announcement Responsibility:

Social Media Communication Expectations:

Ticket Holder / Customer Notification Responsibility:

Promotional Material Removal Responsibility:

Press / Media Communication Notes:

Party A Initials: _____

Party B Initials: _____

SECTION 7 – RESCHEDULING TERMS (IF APPLICABLE)

Event / Project Rescheduled?

Yes

No

Proposed Rescheduled Date(s):

Existing Deposits Applied To Future Date?

Yes

No

Revised Compensation Terms:

Additional Rescheduling Notes:

Party A Initials: _____

Party B Initials: _____

SECTION 8 – RELEASE OF FUTURE OBLIGATIONS

Remaining Obligations After Cancellation:

Future Restrictions Or Conditions:

Mutual Release Of Obligations?

Yes

No

Additional Release Notes:

Party A Initials: _____

Party B Initials: _____

SECTION 9 – FORCE MAJEURE & EMERGENCY CONSIDERATIONS

Force Majeure Circumstances (if applicable):

Emergency Conditions:

Insurance / Liability Notes:

Party A Initials: _____

Party B Initials: _____

SECTION 10 – ADDITIONAL TERMS

Written Here.

Party A Initials: _____

Party B Initials: _____

SECTION 11 – SIGNATURES

By signing below, both parties acknowledge that they have reviewed and agreed to the cancellation terms outlined within this agreement.

PARTY A REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

PARTY B REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

IMPORTANT NOTICE

This template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication and stronger professional standards throughout live entertainment and event environments.

Users are encouraged to review and adapt this agreement as necessary for their particular situation and to consult qualified legal counsel for advanced legal matters, liability concerns, refund disputes, or large financial obligations.