

# Event Cancellation & Contingency Agreement Template

This document is provided as a general educational example and should not be considered legal advice. Laws, enforceability standards, and contractual obligations vary by jurisdiction and situation. Parties should consult qualified legal counsel when appropriate.

## EVENT CANCELLATION & CONTINGENCY AGREEMENT

This Agreement is entered into between:

### Venue / Promoter Information

Business Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

AND

### Artist / Performer / Production Information

Artist / Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

# 1. EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Doors Open Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Expected Event End Time: \_\_\_\_\_

# 2. PERFORMANCE / EVENT COMPENSATION

Agreed Compensation Structure:

Deposit Amount (if applicable): \$ \_\_\_\_\_

Deposit Due Date: \_\_\_\_\_

Remaining Balance Due: \_\_\_\_\_

# 3. CANCELLATION NOTICE REQUIREMENTS

If the Venue / Promoter cancels the event, notice shall be provided no later than:

\_\_\_\_\_ Days Before Event Date

If the Artist / Performer cancels the event, notice shall be provided no later than:

\_\_\_\_\_ Days Before Event Date

Notification shall be delivered through:

Email

Phone Call

Text Message

Official Written Notice

Other: \_\_\_\_\_

## **4. CANCELLATION TERMS**

If the Venue / Promoter cancels the event outside the agreed cancellation window:

If the Artist / Performer cancels outside the agreed cancellation window:

If cancellation occurs due to emergency circumstances:

## **5. FORCE MAJEURE**

Neither party shall be considered in breach of this Agreement if cancellation occurs due to circumstances beyond reasonable control, including but not limited to:

- Severe weather
- Natural disasters
- Government restrictions
- Public safety emergencies
- Acts of terrorism
- Major transportation disruptions
- Widespread utility failure

- Venue infrastructure failure
- Medical emergencies

In such circumstances, the parties agree to the following:

## **6. REFUND RESPONSIBILITIES**

Ticket refund responsibility shall belong to:

Venue

Promoter

Ticketing Company

Shared Responsibility

Refund communication procedures:

Expected refund timeline:

## **7. RESCHEDULING TERMS**

If the event is postponed rather than canceled:

Existing deposits transfer to rescheduled date

New agreement required

Rescheduling subject to artist availability

Additional terms:

## **8. TRAVEL & LODGING CONSIDERATIONS**

If cancellation occurs after travel expenses have already been incurred:

Covered expenses may include:

- Fuel
- Flights
- Lodging
- Equipment rental
- Parking
- Tolls
- Crew transportation
- Other agreed expenses

## **9. PUBLIC COMMUNICATION RESPONSIBILITIES**

Official cancellation announcements shall be handled by:

Communication platforms to be used:

- Venue Website
- Social Media
- Ticketing Platform
- Email Notification
- SMS / Text Alerts

- Other: \_\_\_\_\_

Both parties agree to avoid knowingly false or misleading public statements regarding the cancellation.

## 10. PROFESSIONAL CONDUCT

Both parties agree to communicate professionally and make reasonable efforts to minimize operational, financial, and reputational harm resulting from cancellation or postponement.

## 11. SIGNATURES

### Venue / Promoter Representative

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Artist / Performer Representative

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Why This Matters

Live entertainment always carries uncertainty. Weather, emergencies, infrastructure failures, scheduling conflicts, staffing problems, and financial realities can all impact events unexpectedly.

Professional cancellation planning helps reduce confusion, financial disputes, reputational damage, and operational chaos when problems occur.

The purpose of this document is not to create hostility between venues, promoters, performers, or production teams. Its purpose is to establish clear expectations, communication standards, and contingency procedures before stressful situations arise.

Strong entertainment communities are built not only on successful events, but on how responsibly organizations handle situations when events cannot proceed as planned.