

## WORKING MUSICIANS ALLIANCE: Hospitality Buyout Agreement Template

### SECTION 1 – EVENT INFORMATION

Event / Tour Name:

Event Date:

Venue / Event Location:

Artist / Tour Name:

Venue / Promoter Representative:

Representative Phone / Email:

Artist / Tour Representative:

Representative Phone / Email:

### SECTION 2 – PURPOSE OF BUYOUT

This agreement is intended to document a hospitality buyout arrangement in which specific hospitality obligations are being replaced by a fixed financial payment provided to the artist, tour, or authorized representative.

This agreement should clearly define:

- What hospitality obligations are being replaced
- What expenses are intended to be covered
- What expenses are NOT included
- When payment is due
- Who receives payment
- Any special requirements or limitations

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

### SECTION 3 – BUYOUT AMOUNT & PAYMENT TERMS

Total Hospitality Buyout Amount:

Payment Method:

- Cash
- Check
- Venmo
- PayPal
- Bank Transfer
- Other:

Payment Timing:

- Advance Payment
- Upon Arrival
- Before Performance
- At Settlement
- After Performance
- Other:

Individual Receiving Payment:

Additional Payment Notes:

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

#### SECTION 4 – HOSPITALITY OBLIGATIONS BEING REPLACED

The following hospitality obligations are intended to be satisfied through this buyout arrangement:

- Meals
- Catering
- Drinks / Beverages
- Backstage Hospitality
- Green Room Supplies
- Per Diem
- Runner Services
- Transportation Assistance
- Lodging Assistance
- Snacks
- Water
- Other:

Additional Hospitality Details:

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

#### SECTION 5 – PERSONNEL COVERED BY BUYOUT

Number Of Touring Personnel Covered:

Does Buyout Include Crew?

- Yes
- No

Does Buyout Include Guests?

- Yes
- No

Additional Personnel Notes:

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

## SECTION 6 – SPECIAL REQUIREMENTS & CONSIDERATIONS

Dietary Restrictions:

Allergy Considerations:

Accessibility Requirements:

Religious / Cultural Considerations:

Sober Touring / Substance Restrictions:

Additional Hospitality Notes:

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

## SECTION 7 – ITEMS NOT INCLUDED IN BUYOUT

Unless specifically stated otherwise within this agreement, the following items are NOT considered covered by the hospitality buyout:

- Hotel Accommodations
- Parking
- Fuel
- Flights
- Alcohol
- Guest Hospitality
- Additional Crew Expenses
- Transportation
- Equipment Rental
- Other:

Additional Exclusion Notes:

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

## SECTION 8 – CANCELLATION & EVENT CHANGES

Cancellation Procedures:

Refund / Repayment Terms:

Force Majeure / Emergency Considerations:

Additional Cancellation Notes:

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

## SECTION 9 – RELATIONSHIP TO OTHER AGREEMENTS

Related Performance Agreement (if applicable):

Additional Related Agreements:

Additional Operational Notes:

### IMPORTANT:

Unless specifically stated otherwise, this hospitality buyout agreement does not replace performance compensation, merchandise agreements, travel reimbursements, or other separately negotiated operational agreements.

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

## SECTION 10 – ADDITIONAL TERMS

Written here.

Venue / Promoter Initials: \_\_\_\_\_

Artist / Tour Initials: \_\_\_\_\_

## SECTION 11 – SIGNATURES

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

### VENUE / PROMOTER REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

### ARTIST / TOUR 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 touring and live entertainment 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 or large financial obligations.