Vendor contract outline

Checklist of clauses · not legal advice · review with a lawyer

- [ ] Parties and event details (date, venue, times)
- [ ] Scope of services with deliverables listed
- [ ] Fees, HST, gratuity, payment schedule
- [ ] Deposit and cancellation schedule, by date
- [ ] Force majeure and rescheduling terms
- [ ] Insurance: COI required, limits, additional insured
- [ ] Indemnity and liability cap
- [ ] Technical requirements and who supplies what
- [ ] Photo and recording rights
- [ ] Substitution policy if the performer is ill
- [ ] Overtime rates and curfew
- [ ] Governing law (Ontario) and dispute process
- [ ] Signatures and dates

Notes and negotiated changes