Secure Event Management Agreement

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

This letter serves as a formal agreement between [Your Company Name] ("Event Manager") and [Client's Name] ("Client") regarding the management of the event titled "[Event Name]" scheduled for [Event Date].

1. Event Details

Location: [Event Location]

Start Time: [Event Start Time]

End Time: [Event End Time]

2. Responsibilities of Event Manager

The Event Manager agrees to:

- Provide security services for the event.
- Coordinate with local law enforcement and emergency services.
- Ensure all necessary permits and insurance are in place.

3. Responsibilities of Client

The Client agrees to:

- Provide necessary access to the event venue.
- Ensure payment is made according to the agreed schedule.
- Communicate any special requirements concerning security.

4. Payment Terms

The total fee for the event management services will be [Total Amount], payable by [Payment Due Date].

5. Cancellation Policy

In the event of cancellation, the Client must notify the Event Manager at least [Number of Days] days in advance. Fees may apply.

6. Governing Law

This agreement shall be governed by the laws of [State/Country].

By signing below, both parties agree to the terms outlined in this agreement.

_____

[Your Company Name] (Event Manager)

_____

[Client's Name] (Client)

Date: _____