

## NAME OF SCHOOL, DATE OF EVENT, VENUE NAME AFTER-GRAD SUPPLIER AGREEMENT

Please review this agreement and advise of any incorrect or missing information

<b>Supplier:</b>	Contact Name			
<b>Office Tel:</b>	Local Office Number	Email:		Cell:
AG Contact - Prior to Event:		Email:	Phone:	Cell:
AG Contact - During Event:		Email:	Phone:	Cell:
Venue Contact – During Event:			Office:	Cell:

### **EVENT OVERVIEW:**

The After-Grad is a **parent operated**, school supported event, designed to provide our grads with a **safe, drug, and alcohol free** event. Grads will be transferred to/from the event by **mode of transfer** and they will remain at the event from **event timing**. All grads/guests will be identified by wristbands.

### **EVENT DETAILS:**

**Event Date:** Date of the event

**Event Time:** Timing of the event – may use the Event Flow timing here

**Number of Guests:** Total number of guests (grads/guests only, not volunteers)

**Venue:** Venue name

**Supplier Location:** Location within the venue, i.e. nightclub, main concourse, games room

**Directions & Parking:**

**Load In/Access:** Details on how the supplier can access the venue and in particular the location (for example, the nightclub may have a loading dock/bay)

**Tear Down/Strike:** Timing and instructions regarding the tear down of equipment, pickups for rentals etc

### **PRODUCT/ SERVICE DETAILS:**

**Product/Service:** List what is included in the supplier/rental contract, including delivery, set up, cleaning, onsite assistance etc.

**Cost:** List all costs associated with the contract including labour, delivery, installation, parking, taxes, etc.

**Payment:** How & when payment will be made – by cheque, credit card, onsite or following the event etc.

### **ADDITIONAL NOTES and QUESTIONS:**

- ✓ Please forward an invoice immediately if you require payment on event day
- ✓ Please forward a copy of your insurance certificate by email or fax