

THE TRIPP-JONES FAMILY

VENDOR SERVICE AGREEMENT

TEMPLATE

Used by the Reunion Host for caterers, venues, entertainers, and other service providers

Instructions for the Reunion Host

Use this template when engaging any vendor or service provider for the Tripp-Jones Family Reunion. Fill in all bracketed fields. Have the vendor sign before any payment is made or services are confirmed. Keep a copy with the reunion files and give a copy to the Secretary. This agreement is not a legal substitute for a vendor's own contract — if a vendor has their own contract, review it carefully and ensure it covers all items below before signing.

Note: For any contract committing \$500 or more of family funds, obtain Finance Committee approval before signing (Financial Policies Manual, Section 4).

SERVICE AGREEMENT

This Service Agreement is entered into between:
Family Representative: _____ (Tripp-Jones Family Reunion Host)
AND
Vendor / Service Provider: _____
Business Name (if applicable): _____
Agreement Date: _____

Section 1 — Services to Be Provided

Field	Detail
Type of Service	<input type="checkbox"/> Catering / Food <input type="checkbox"/> Venue rental <input type="checkbox"/> Entertainment <input type="checkbox"/> Photography <input type="checkbox"/> Equipment rental <input type="checkbox"/> Other: ____
Detailed Description of Services	
Event Date(s)	
Service Start Time	
Service End Time	
Location of Service	
Expected Number of Guests	

Section 2 — Payment

Field	Detail
Total Agreed Price	\$
Deposit Amount (if required)	\$
Deposit Due Date	
Balance Due Date	
Accepted Payment Methods	
Payment Made To (name/account)	
Finance Committee Approval Obtained?	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> N/A (under \$500)

Section 3 — Cancellation Policy

Field	Detail
Cancellation by Family (Host)	If the family cancels, the following applies: _____
Refund of deposit if cancelled by family	<input type="checkbox"/> Full refund <input type="checkbox"/> Partial refund: \$____ <input type="checkbox"/> No refund <input type="checkbox"/> Per vendor policy
Cancellation by Vendor	If the vendor cancels, they agree to: _____
Refund if cancelled by vendor	<input type="checkbox"/> Full refund of all payments <input type="checkbox"/> Other: _____
Cancellation notice required	_____ days written notice required by either party

Section 4 — Performance Standards

The vendor agrees to:

- Arrive no later than: _____
- Provide the following specific items / services: _____
- Meet any dietary or special requirements communicated in advance:

- Maintain appropriate professional conduct throughout the event
- Leave the premises in the same condition as found (if applicable)

Section 5 — Liability

The vendor is responsible for their own equipment, staff, and conduct. The Tripp-Jones Family assumes no liability for vendor equipment loss or damage. The vendor assumes no liability for family member conduct beyond their direct service area. Both parties agree to resolve any disputes in good faith before pursuing other remedies.

Section 6 — Additional Terms

Section 7 — Signatures

By signing below, both parties agree to the terms of this Service Agreement.

Reunion Host (Family Representative) Printed Name & Signature Date: _____

Vendor Representative — Printed Name & Signature Date: _____

Vendor Business Name: _____

Vendor Phone: _____

Vendor Email: _____