

Venue Rental Agreement



This Venue Rental Agreement ("Agreement") is made on this ____ day of _____, 20__ by and between _____ ("Owner") and _____ ("Renter").

1. Venue Details

- Venue Name: _____
- Venue Address: _____
- Event Date: _____
- Event Time: From _____ AM/PM to _____ AM/PM
- Purpose of Event: _____
- Number of Guests: _____

2. Rental Fees and Deposit

- Booking Fee: \$250 (non-refundable)
- Refundable Deposit: \$250 (to secure the date for booking, refundable upon satisfactory inspection of the venue after the event)
- Rental Fee: \$_____
- Payment Due Date: _____
- Payment Method: _____

3. Cancellation Policy

- Cancellations made ____ days before the event will receive a full refund of the rental fee, excluding the non-refundable booking fee.
- Cancellations made within ____ days of the event will forfeit the deposit and booking fee.

4. Venue Access

- Renter will have access to the venue from _____ AM/PM to _____ AM/PM on the event date.
- Any additional time required must be approved in advance and may incur additional fees.

5. Responsibilities of the Renter

- The Renter is responsible for setting up and cleaning the venue.
- All decorations, equipment, and personal items must be removed by the end of the rental period.
- Renter agrees to abide by all rules and regulations of the venue, including noise levels and capacity limits.

6. Insurance and Liability

- Renter is required to obtain event insurance with a minimum coverage of \$_____.
- Renter assumes all liability for damages to the venue during the rental period.
- Owner is not liable for any injuries or accidents that occur during the event.

7. Indemnification

- Renter agrees to indemnify and hold harmless the Owner from any claims, liabilities, or damages arising from the event.

8. Alcohol and Catering

- If alcohol is served but not sold, no permit is required. If alcohol is being sold, the Renter must obtain the necessary permits and provide a licensed bartender.
- Catering services must be approved by the Owner in advance.

9. Termination

- The Owner reserves the right to terminate this Agreement if the Renter fails to comply with the terms and conditions.

- In the event of termination, the Renter will forfeit the rental fee, deposit, and booking fee.

10. Governing Law

- This Agreement shall be governed by the laws of the state of _____.

11. Entire Agreement

- This Agreement constitutes the entire agreement between the parties and supersedes any prior agreements or understandings.

12. Signatures

- By signing below, both parties agree to the terms and conditions outlined in this Agreement.

Owner Signature: _____ Date: _____

Renter Signature: _____ Date: _____