



Please carefully review and complete this contract

RENTER INFORMATION

Full Name:

Address:

City State Zip Code

Phone Number: Email Address:

Credit Card Information:

CC Number:

Name on Card:

Expiration Date: CCV/CVC:

Note: The renter's credit card information will be securely held on file and will only be charged in the event of damage to the Premises or if the balance is not paid in full when due. The owner agrees to keep the renter's credit card information confidential and will take reasonable measures to protect it from unauthorized access or use. The renter may request the deletion of their credit card information from the owner's records upon the completion of the rental period.

EVENT INFORMATION

Event Date: Event Type:

Start Time: End Time:

Food and Beverage? Event be catered Alcohol be served

Setup and Cleanup:

Note: The renter agrees to provide the owner with detailed information about the event and any special requirements at least 14 days prior to the event. The renter agrees to comply with all laws, regulations, and requirements related to the event, including but not limited to, obtaining any necessary permits and licenses.

TERMS AND CONDITIONS

This Venue Rental Agreement ("Agreement") is made and entered into as of [INSERT DATE] by and between [OWNER NAME], ("Owner") and [RENTER NAME], ("Renter" or "Client"), collectively referred to as the "Parties." The Premises being rented ("Premises") is located at [INSERT LOCATION]. The rental period will begin on [START DATE] and end on [END DATE].

TERM: _____

The term of this Agreement shall commence on the date of full signature and continue through the date of the scheduled event, which is [INSERT EVENT DATE]. The obligations and responsibilities of the Parties shall end upon the conclusion of the event, unless otherwise specified in this Agreement. The Agreement may be renewed or extended by mutual agreement of the Parties, subject to the terms and conditions specified in writing.

RENTAL RATE AND FEES: _____

The rental rate for the Premises shall be \$[INSERT AMOUNT] per [INSERT UNIT OF TIME] and is payable as follows:

- A deposit of \$[INSERT AMOUNT] is due upon signing this Agreement and is non-refundable unless otherwise specified in this Agreement.
- The remaining balance of \$[INSERT AMOUNT] is due no later than [INSERT DATE] prior to the event date.
- If payment is not received by the due date, the owner reserves the right to cancel the event and retain any deposits paid.

Additional fees may apply for any damages or additional cleaning required as a result of the event. The renter is responsible for any applicable taxes related to the rental of the Premises and agrees to reimburse the owner for any expenses incurred as a result of the event, including but not limited to, excessive cleaning, repairs, or replacement of any damaged property.

Note: The rental rate and fees may be subject to change based on the rental period, number of guests, and any special requests made by the renter. The owner agrees to provide the renter with written notice of any changes in rental rate or fees at least [INSERT NUMBER] days prior to the event.

TOTAL AMOUNT DUE: _____

The total amount due for the rental of the Premises shall be \$[INSERT AMOUNT]. Any additional fees or charges incurred during the rental period, such as damages or excessive cleaning, will be deducted from the deposit. If the deposit is insufficient to cover such fees or charges, the renter agrees to pay the remaining balance within [INSERT NUMBER OF DAYS] after the conclusion of the event.

CANCELLATION: _____

If the renter wishes to cancel this Agreement must do so in writing and provide notice to the owner as soon as possible. The following cancellation fees shall apply:

- If the renter cancels [INSERT NUMBER OF DAYS] or more prior to the event date, the renter shall forfeit the deposit but shall not be responsible for any additional fees or charges.
- If the renter cancels less than [INSERT NUMBER OF DAYS] prior to the event date, the renter shall be responsible for the full rental rate and any fees or charges incurred by the owner.

In the event of cancellation, the owner reserves the right to retain the deposit to cover any costs associated with preparing the Premises for the event and any lost rental opportunities resulting from the cancellation.

CHANGES IN DATE: _____

If the renter wishes to change the date of the event, they must do so in writing and provide notice to the owner as soon as possible. The following provisions shall apply:

- If the renter requests to change the date of the event [INSERT NUMBER OF DAYS] or more prior to the original event date, the owner shall make reasonable efforts to accommodate the request subject to availability of the Premises.
- If the renter requests to change the date of the event less than [INSERT NUMBER OF DAYS] prior to the original event date, the owner shall have no obligation to accommodate the request and may, at their discretion, treat the change in date as a cancellation subject to the cancellation terms outlined in this Agreement.
- If the owner is unable to accommodate the new event date, the renter shall have the option to cancel this Agreement and receive a full refund of any amounts paid to the owner.

In the event of a change in date, the owner reserves the right to modify the rental rate and any fees or charges based on the new event date and any associated costs. The owner shall provide the renter with written notice of any changes to the rental rate or fees and charges as soon as practicable.

REQUIREMENTS AND PROHIBITIONS OF VENUE: _____

The renter shall use the Premises solely for the purposes set forth in this Agreement and in compliance with all applicable laws, regulations, and ordinances. The renter shall comply with any other reasonable requirements or prohibitions imposed by the owner, provided such requirements or prohibitions are communicated to the renter in writing prior to the event.

The owner reserves the right to immediately terminate this Agreement and remove any person or property from the Premises in the event of a breach of any of requirements or prohibitions.

CLEANUP OF VENUE: _____

The renter shall leave the Premises in the same condition as when received, reasonable wear and tear excepted. For the sake of mutual convenience, it is highly recommended to dispose of garbage in a designated container or area provided by the owner. The following terms shall apply:

- The renter shall be responsible for all cleanup of the Premises, including but not limited to the removal of all decorations, equipment, and personal belongings brought onto the Premises by the renter or their guests.
- The renter shall be responsible for any additional cleaning required due to damage, excessive mess, or violation of any of the requirements or prohibitions set forth in this Agreement.

The owner reserves the right to assess a cleaning fee or charge against the renter's deposit or credit card on file if the renter fails to comply with the cleanup requirements set forth in this Agreement.

ADDITIONAL ITEMS PROVIDED BY OWNER: _____

The following items will be provided by the owner for use by the renter during the event:

- Tables and chairs
- Linens
- Sound system and microphone
- Lighting equipment
- Heating or cooling equipment

Any additional items requested by the renter may be provided by the owner at an additional cost to the renter, subject to availability and approval by the owner. The renter shall be responsible for any damage to the additional items provided by the owner, reasonable wear and tear excepted.

PHOTOGRAPHY RELEASE: _____

The renter grants permission to the owner to photograph or video record the event and to use such photographs or recordings for promotional purposes. The renter agrees to notify their guests that they may be photographed or recorded during the event and that such photographs or recordings may be used for promotional purposes by the owner. The renter further agrees to provide the owner with a copy of any professional photographs or recordings taken during the event upon request. The owner shall have the right to reproduce, publish, or exhibit any such photographs or recordings without payment of royalties or other compensation to the renter or their guests.

VENDOR AND INSURANCE REQUIREMENTS: _____

The renter agrees to use only vendors approved by the owner for catering, equipment rental, or other services related to the event. The renter shall be responsible for any damages caused by their vendors or guests, and shall require their vendors to obtain liability insurance covering their services and to name the owner as an additional insured.

RELEASE OF LIABILITY: _____

The renter assumes full responsibility for any damages, injuries, or losses incurred during their use of the premises, whether caused by themselves, their guests, or their vendors. The renter agrees to indemnify and hold harmless the owner from any claims, damages, or expenses arising from their use of the premises, including but not limited to attorney's fees, court costs, and other legal expenses. The renter acknowledges that they have read and understood the terms of this agreement, and that they are assuming full responsibility for any risks associated with their use of the premises.

INDEMNIFICATION: _____

The renter acknowledges that they are solely responsible for their use of the premises and for ensuring that their guests and vendors comply with all applicable laws, rules, and regulations. The renter agrees to indemnify and hold harmless the owner from any claims, damages, or expenses arising from the renter's failure to comply with any applicable laws, rules, or regulations.

FORCE MAJEURE: _____

Neither party shall be liable for any delay or failure to perform its obligations under this Agreement if the delay or failure results from events or circumstances beyond the reasonable control of the party, including but not limited to acts of God, war, terrorism, fire, flood, or other natural disasters ("Force Majeure Events"). In the event of a Force Majeure Event, the affected party shall give notice to the other party as soon as reasonably practicable. The affected party's performance shall be excused during the period of the Force Majeure Event, and the time for performance shall be extended for a period equal to the duration of the Force Majeure Event.

By signing below, both parties acknowledge that they have read and fully understand the terms of this agreement and agree to be bound by them.

Renter Print Name:	Owner Print Name:
_____	_____
Renter Signature:	Owner Signature:
_____	_____
Date:	Date:
_____	_____