

VENUE RENTAL AGREEMENT

THIS VENUE RENTAL AGREEMENT (this “Agreement”) is dated as of _____ (“Effective Date”) and is between _____ (“Owner”) and _____ (“Renter”).

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Pertinent Terms.**

(a) The venue under this Agreement (“Venue”) is described as follows:

(b) Contact Information of the Parties:

Owner

Contact Name: _____

Phone Number: _____

Address: _____

Email Address: _____

Renter

Contact Name: _____

Phone Number: _____

Address: _____

Email Address: _____

(c) Date of Event: _____

Start time of Event: _____

Earliest time set-up may begin: _____

End time of Event: _____

(d) Type of Event: _____

(e) Name of Event (for signage purposes): _____

(f) Anticipated Number of Guests: _____



Renter shall update Owner not less than two weeks before the Date of Event of the final anticipated guest count.

- (g) Will Alcohol be Served: Bartender
- | | |
|---|---|
| <input type="checkbox"/> No alcohol | <input type="checkbox"/> Provided by Owner |
| <input type="checkbox"/> Beer and Wine only | <input type="checkbox"/> Provided by Renter |
| <input type="checkbox"/> Beer, Wine and Spirits | |
-
- | | |
|------------------------------|--|
| Liquor license needed | Party responsible for procuring liquor license |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Owner |
| <input type="checkbox"/> No | <input type="checkbox"/> Renter |

(h) Renter's Credit Card Information: (To be held on file and only charged in the event of damage to the Venue or other default by Renter under this Agreement).

Credit card number: _____
Expiration: _____
CVV Code: _____
Name on card: _____
Billing zip code: _____

- (i) Event Planner:
- No event planner provided by Owner
- Event planner provided by Owner
- Details of event planner: _____

- (j) Music:
- DJ provided by Owner
- DJ provided by Renter
- Live band
- Dance floor set up
- Other: _____



(k) Food:

- Banquet style
- Sit-down service
- Not applicable
- Food provided by Owner
- Food catered or provided by Renter
- Other food information: _____

2. **Event Set-Up.**

(a) Tables and chairs

- Tables and chairs provided and set up by Owner
 - Round tables
 - Banquet (rectangular) tables
 - Quantity; Other information: _____
- Tables and chairs provided and set up by Renter
- Not applicable

(b) Décor

Theme: _____

- Provided and set up by Owner
 - Table centerpieces. Describe: _____
 - Floral. Describe: _____
- Provided and set up by Renter



(c) Dishes, Place Settings, Linens

Provided and set up by Owner

Provided and set up by Renter

(d) Other Set-Up Information

3. **Additional Items included in Rental:**

On-premises sound/light system

Kitchen

Ice machine

Playground equipment (Renter must provide adult supervision at all times)

Piano

Outdoor space/garden

Bridal party room

Use of grounds for photography

TV/DVD player

Other: _____

Other: _____

Other: _____

The following items are expressly excluded from the Rental: _____

4. **Clean-Up.** Event must be concluded (including departure of all guests other than Renter/clean-up crew) by End Time noted above. Over-time fees will apply if Event runs later than the stated End Time.

Over-Time Fees: _____



Party Responsible for Clean-up:

- Owner
- Renter
- Other cleanup information: _____

5. **Fees.**

(a) Base Rental Fee. Renter agrees that the base rental fee for the Venue is \$ _____

(b) Deposits. Renter shall pay a Deposit in the amount of \$ _____, by no later than _____.

Second deposit (amount and due date, if any): _____

Third deposit (amount and due date, if any): _____

(c) Additional Fees (over and above Base Rental Fee noted above):

- Food fee: \$ _____
- Beverage fee \$ _____
- Table/chair rental fee \$ _____
- Dishes, utensils, table linens rental fee \$ _____
- DJ fee \$ _____
- Flowers fee \$ _____
- Cake/Cake slicer fee \$ _____
- Photographer fee \$ _____
- Videographer fee \$ _____
- Bartender fee \$ _____
- Storage fee \$ _____
- Cleaning fee \$ _____
- Other fee \$ _____
- Other fee \$ _____
- Other fee \$ _____

(d) Total Fee: \$ _____



The Total Fee is due on or before _____, and is payable to Owner in immediately-available funds, electronically or delivered to Owner at its address specified above.

The Total Fee specified above does not include any Over-Time Fees or damages caused to the Venue. If the Total Fee is not paid on or before the due date specified immediately above, the Event will be deemed cancelled, and the total deposit amount previously paid will be deemed forfeited to Owner, as compensation for Owner's damages and lost business opportunities.

6. **Insurance.**

- Renter must provide proof of insurance to Owner
- Proof of insurance not required

Other insurance information or requirements: _____

7. **Indemnification.** Renter shall indemnify, defend and hold Owner (and Owner's officers, directors, agents, employees, owners, and contractors) harmless of, from, and with respect to, any and all damages, cost, fees, liabilities or expenses incurred or suffered by Owner due to personal injury associated with the Event or property damage caused to the Venue, or other breaches by Renter under this Agreement, except to the extent such damage, cost, fee, liability or expense is due to the gross negligence or willful misconduct of Owner.

8. **Cancellation.** Renter may cancel this Agreement on or before _____ ("Cancellation Deadline"). If Renter cancels before the Cancellation Deadline, the Total Fee paid shall be refundable. If Renter cancels before the Cancellation Deadline, the Deposits previously paid are _____ refundable _____ non-refundable. If Renter cancels this Agreement after the Cancellation Deadline, the following shall occur with respect to the Total Fees and Deposits:

Any cancellation of this Agreement shall be in writing and provided to Owner at the address listed above.

Any forfeiture to Owner of Total Fees or Deposits is not intended as a penalty but rather is intended to compensate Owner for damages and lost business opportunities, which damages and lost opportunities would be difficult or impossible to calculate on the date hereof.



9. **Other Terms and Provisions.** This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof. Any amendment to this Agreement shall be in writing and signed by the parties. If any term or provision of this Agreement is deemed by a court of law to be unenforceable or void, such provision shall be severed from this Agreement, and such finding shall not impact the remaining terms and provision herein. This Agreement shall be governed by, and construed in accordance with, the laws of the state in which the Venue is located.

10. **Additional Terms and Conditions.** _____

IN WITNESS WHEREOF, and intending to be legally bound hereby, the undersigned execute this Agreement as of the Effective Date.

Owner:

Renter:

By: _____

By: _____

Name: _____

Name: _____



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