

Banquet Rental Agreement

Date: [Insert Date]

Rental Agreement Number: [Insert Number]

Dear [Client's Name],

We are pleased to confirm your booking for the banquet rental at [Venue Name]. Below are the details of your rental agreement:

Event Details:

- **Event Date:** [Insert Date]
- **Event Start Time:** [Insert Start Time]
- **Event End Time:** [Insert End Time]
- **Number of Guests:** [Insert Number]
- **Rental Fee:** [Insert Amount]

Terms and Conditions:

1. A deposit of [Insert Amount] is required to secure your reservation.
2. The remaining balance must be paid [Insert Timeframe] before the event date.
3. Cancellation must be made [Insert Cancellation Policy].
4. The venue must be left in good condition, or additional fees may apply.

Contact Information:

If you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for choosing [Venue Name]. We look forward to hosting your event!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]