

Rental Guidelines for Event Spaces

Dear [Renter's Name],

Thank you for considering our event space for your upcoming event. To ensure a smooth and enjoyable experience, please review the following rental guidelines:

1. Reservation and Payment

- All bookings must be made at least [X days/weeks] in advance.
- A non-refundable deposit of [amount] is required to secure your reservation.
- The total rental fee is due [X days/weeks] prior to the event.

2. Set-Up and Clean-Up

- Rental time includes set-up and clean-up. Please adhere to the allocated time.
- All decorations and materials must be approved in advance.
- It is the renter's responsibility to leave the space in its original condition.

3. Capacity and Safety

- The maximum capacity for the space is [number of people].
- Evacuation procedures must be followed as per safety regulations.

4. Conduct and Liability

- All guests are expected to conduct themselves appropriately during the event.
- The renter is responsible for any damages incurred during the rental period.

5. Cancellation Policy

- Cancellations must be made in writing [X days/weeks] prior to the event for a partial refund.
- Refunds will not be issued for cancellations made less than [X days/weeks] in advance.

By signing this document, you acknowledge that you have read and understood the rental guidelines. Thank you for choosing our event space!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]