

Venue Rental Agreement for Birthday Party

Date: [Insert Date]

Parties:

Host: [Host Name]

Address: [Host Address]

Contact Number: [Host Contact Number]

Venue Owner: [Venue Owner Name]

Address: [Venue Address]

Contact Number: [Venue Contact Number]

1. Venue Details

Venue: [Venue Name]

Address: [Venue Address]

Rental Date: [Event Date]

Rental Time: [Start Time] to [End Time]

2. Payment Terms

Total Rental Fee: \$[Amount]

Deposit: \$[Deposit Amount] (Due by [Deposit Due Date])

Remaining Balance: \$[Remaining Amount] (Due by [Remaining Due Date])

3. Cancellation Policy

Any cancellations must be made in writing at least [X days] prior to the event to receive a full refund of the deposit.

4. Additional Terms

- The host agrees to return the venue in its original condition.
- Decorations must be approved by the venue owner.

5. Signatures

By signing below, both parties agree to the terms outlined in this contract.

[Host Name]
Date: _____

[Venue Owner Name]
Date: _____