

Venue Rental Agreement for Corporate Events

Date: [Insert Date]

Venue Address: [Insert Venue Address]

Client Name: [Insert Client Name]

Company Name: [Insert Company Name]

Event Date: [Insert Event Date]

Start Time: [Insert Start Time]

End Time: [Insert End Time]

Terms and Conditions

- The venue will be available for the duration specified above.
- The total rental fee is [Insert Fee], due on [Insert Payment Due Date].
- A security deposit of [Insert Deposit Amount] is required and will be returned after the event, pending any damages.
- The venue must be returned in its original condition post-event.
- Any decorations or setup must be pre-approved by the venue management.
- Insurance coverage is required for all events.

Contact Information

If you have any questions, please contact us at:

Email: [Insert Contact Email]

Phone: [Insert Contact Phone Number]

Agreement

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

Client Signature: _____

Date: _____

Venue Representative Signature: _____

Date: _____