

# Venue Rental Agreement

Date: \_\_\_\_\_

Organizer Name: \_\_\_\_\_

Organizer Address: \_\_\_\_\_

Organizer Phone: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Venue Manager: \_\_\_\_\_

Venue Phone: \_\_\_\_\_

## Event Details

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

## Terms and Conditions

1. Rental Fee: \$\_\_\_\_\_
2. Deposit: \$\_\_\_\_\_ (due upon signing)
3. Final Payment: \$\_\_\_\_\_ (due \_\_\_\_ days before the event)
4. Cancellation Policy: \_\_\_\_\_
5. Insurance Requirements: \_\_\_\_\_
6. Food and Beverage Policy: \_\_\_\_\_
7. Liability Waiver: \_\_\_\_\_

## Signatures

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

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Organizer Signature

Date: \_\_\_\_\_

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Venue Manager Signature

Date: \_\_\_\_\_