

Museum Rental Agreement for Events

Date: [Insert Date]

To: [Client Name]
[Client Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

Dear [Client Name],

We are pleased to confirm your rental of [Museum Name] for your event scheduled on [Event Date]. Below are the details of the agreement:

Event Details

- Event Name: [Event Name]
- Event Date: [Event Date]
- Start Time: [Start Time]
- End Time: [End Time]
- Expected Attendance: [Number of Guests]

Rental Fees

The total rental fee is \$[Amount]. A deposit of \$[Deposit Amount] is due upon signing this agreement.

Terms and Conditions

1. The client is responsible for all activities during the event and must adhere to museum policies.
2. Any damages incurred during the event will be billed to the client.
3. Cancellations must be made at least [Cancellation Notice Period] in advance for a full refund.

Please sign below to confirm your acceptance of this agreement:

[Client Name]
[Date]

We look forward to hosting your event at [Museum Name]. If you have any questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Museum Phone Number]

[Museum Email Address]