

Museum Facility Rental Agreement

Date: [Insert Date]

To: [Renter's Name]

Address: [Renter's Address]

Dear [Renter's Name],

We are pleased to confirm your reservation of the [Museum Name] facility for your event. Below are the details of the rental agreement:

Event Details

Date of Event: [Insert Event Date]

Time of Event: [Insert Start Time] to [Insert End Time]

Number of Guests: [Insert Number of Guests]

Rental Fees

Rental Fee: \$[Insert Fee]

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

Final Payment Due: \$[Insert Final Payment Amount] (Due by [Insert Date])

Terms and Conditions

- The rental fee includes: [List Inclusions]
- Cancellations must be made [Insert Cancellation Policy]
- The renter is responsible for cleaning up after the event.
- [Any Other Relevant Terms]

To confirm your reservation, please sign below and return this agreement along with the required deposit.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Museum Contact Information]

Acceptance

I, [Renter's Name], agree to the terms and conditions stated above.

Signature: _____ Date: _____