

# Venue Agreement

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

We are pleased to confirm our agreement to host the [Name of Conference] at [Venue Name] on [Event Date(s)]. Below are the details of our agreement:

## Event Details

- **Event Name:** [Name of Conference]
- **Date:** [Event Date(s)]
- **Time:** [Start Time] to [End Time]
- **Expected Attendees:** [Number of Attendees]

## Venue Requirements

- **Room(s) Required:** [Specify Room(s)]
- **Audio/Visual Equipment:** [List Equipment Needed]
- **Catering Services:** [Specify Catering Needs]
- **Setup Time:** [Setup Time] on [Setup Date]

## Payment Terms

The total rental fee for the venue will be [Total Fee], payable by [Payment Due Date].

## Cancellation Policy

In the event of cancellation, the following fees will apply: [Specify Cancellation Terms].

We look forward to a successful event at your venue. Please confirm your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

## **Acceptance**

I, [Venue Manager's Name], hereby agree to the terms outlined in this venue agreement.

\_\_\_\_\_ (Signature)

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