

Venue Rental Agreement

Renter: [Renter name] **Venue:** [Venue name] **Event date:** [Event date]

1. Rental Details

Space rented: [describe the space — e.g., "main hall and outdoor patio"]. Date: [Event date]

Rental period: [Start–end time, including setup/teardown]. Maximum capacity: [Number, e.g., 150].

2. Fees & Deposit

Total rental fee: [Total fee, e.g., \$1,800]. A deposit of [Deposit amount, e.g., \$500] (including any security/damage deposit) is due upon signing; the balance is due [terms, e.g., "30 days before the event"].

3. Use Restrictions

[Note any restrictions — e.g., "music must end by 10pm, no open flames, decorations may not be affixed to walls."]

4. Renter Responsibilities

Renter is responsible for setup, cleanup, and leaving the space in the condition it was received, and for any damage caused during the rental period beyond normal wear.

5. Cancellation

[Describe cancellation windows and any non-refundable portions — e.g., "the deposit is non-refundable within 60 days of the event."]

6. Insurance

[Note whether Renter is required to carry event liability insurance naming Venue as additionally insured — otherwise delete this line.]

7. Liability

Venue's total liability under this agreement will not exceed the total fees paid. Renter agrees to indemnify Venue for claims arising from Renter's event, except to the extent caused by Venue's own negligence.

8. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Venue name] ("Venue")

Signature: _____ Printed name: _____ Date: _____

[Renter name] ("Renter")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.