

# EVENT VENUE RENTAL AGREEMENT

*For the rental of a venue for a one-time event*

**Important:** Event venues must comply with capacity, fire-safety, alcohol-licensing, ADA accessibility, noise-ordinance, and food-service rules that vary by jurisdiction. Liquor liability and host-liquor exposure can be substantial — most venues require event-liability insurance with specific minimums and additional-insured endorsement. Have a qualified attorney review this template for your jurisdiction.

This Event Venue Rental Agreement (the “Agreement”) is entered into as of \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Effective Date”), by and between:

## VENUE OWNER / OPERATOR (“Venue”)

<b>Business Legal Name</b>	
<b>Venue Name</b>	
<b>Venue Address</b>	
<b>Liquor License No. (if applicable)</b>	
<b>Authorized Representative</b>	
<b>Email</b>	
<b>Telephone</b>	

## CLIENT (“Renter”)

<b>Full Legal Name(s)</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Emergency Contact</b>	

## EVENT DETAILS

<b>Event Type</b>	<input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Anniversary <input type="checkbox"/> Corporate <input type="checkbox"/> Birthday <input type="checkbox"/> Other: _____
<b>Event Date</b>	

<b>Backup / Rain Date (if any)</b>	
<b>Start Time / End Time</b>	
<b>Event Location / Venue</b>	
<b>Estimated Guest Count</b>	
<b>Event Theme / Style (optional)</b>	

## 1. Rental Period and Spaces

1.1 Spaces Rented. The Venue grants the Renter use of the following spaces during the Rental Period:

\_\_\_\_\_

(e.g., ballroom, garden, ceremony lawn, bridal suite, kitchen, parking area.)

1.2 Rental Period:

- (a) Vendor / decorator load-in beginning at \_\_\_\_ AM/PM on \_\_\_\_\_;
- (b) Event from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM on \_\_\_\_\_;
- (c) Load-out and cleanup ending by \_\_\_\_ AM/PM on \_\_\_\_\_.

1.3 Capacity. The maximum guest capacity for the rented spaces is \_\_\_\_ persons, in accordance with applicable fire-code and occupancy limits. The Renter shall not exceed this capacity.

## 2. Rental Fees and Deposits

Item	Amount
Base Rental Fee	
Per-Guest Fee (if applicable): ____ guests × \$_____ per guest	
Setup / Cleaning Fee	
Service / Coordination Fee (Venue staff)	
Bar / Beverage Service (if Venue-provided)	
Additional hours @ \$_____ per hour	
Sales Tax / Service Charges (if applicable)	
<b>TOTAL</b>	

Item	Amount
<b>Refundable Damage / Security Deposit</b>	

### 2.1 Payment Schedule:

- (d) Non-refundable booking deposit of \$ \_\_\_\_\_ (or \_\_\_\_%) due on signing to reserve the date;
- (e) Progress payment(s) of \$ \_\_\_\_\_ due on \_\_\_\_\_;
- (f) Final balance due no later than \_\_\_\_ (\_\_\_\_) days before the Event;
- (g) Refundable damage / security deposit of \$ \_\_\_\_\_ due \_\_\_\_ days before the Event, returnable within \_\_\_\_ days after the Event, less itemized deductions.

### 3. What's Included

Unless otherwise specified, the Rental Fee includes:

- (h) Use of the spaces listed above during the Rental Period;
- (i) \_\_\_\_ tables (size: \_\_\_\_ ) and \_\_\_\_ chairs as configured;
- (j) Basic linens / table settings (as listed in Exhibit A, if any);
- (k) On-site Venue staff coverage of \_\_\_\_ hours;
- (l) Setup and breakdown of Venue-provided furniture;
- (m) Use of the bridal/changing room (if applicable);
- (n) Restrooms, climate control, lighting, sound system: \_\_\_\_\_;
- (o) Parking for up to \_\_\_\_ vehicles;
- (p) Wi-Fi, AV equipment, or other amenities listed in Exhibit B.

Items not listed are not included and are the Renter's responsibility.

### 4. Vendors

4.1 Vendor Selection. (Select one.)  Exclusive Vendors: The Renter must use vendors from the Venue's exclusive-vendor list for the following services: \_\_\_\_\_.  Preferred Vendor List — the Renter may choose from a recommended list or use outside vendors subject to Venue approval and insurance requirements.

4.2 Outside Vendor Insurance. Outside vendors shall provide proof of liability insurance of at least \$ \_\_\_\_\_ per occurrence, naming the Venue as additional insured, before they are permitted on-site.

4.3 Vendor Conduct. The Renter is responsible for the conduct of all vendors, guests, and personnel on the premises during the Rental Period.

## 5. Food and Alcohol

5.1 Food / Catering. (Select one.)  Provided exclusively by the Venue  Provided by approved caterers  
 Outside catering permitted with prior approval and kitchen-use fee of \$\_\_\_\_\_.

5.2 Alcohol. (Select one.)  The Venue holds the liquor license and shall sell or serve all alcoholic beverages  
 The Renter shall obtain a one-day liquor permit (where permitted by law) and provide proof to the Venue at least \_\_\_\_\_ days before the Event  No alcoholic beverages may be brought onto the premises.

5.3 Responsible Service. The Venue (or the licensed party) shall comply with applicable dram-shop laws, including refusal of service to visibly intoxicated persons or minors. The Renter agrees not to permit underage drinking on the premises.

5.4 Corkage / BYOB. If the Venue allows outside alcohol, a corkage fee of \$\_\_\_\_\_ per bottle / \$\_\_\_\_\_ flat may apply.

## 6. Decor, Music, and Noise

6.1 Decor. Decor shall not damage walls, floors, ceilings, or fixtures. No nails, staples, tape (other than approved painter's tape), or other surface-damaging fasteners shall be used. Open flames are  permitted in enclosed holders only  not permitted.

6.2 Confetti / Glitter / Sparklers / Sky Lanterns. (Select.)  Permitted as described in Exhibit C  Not permitted (additional cleaning fee of \$\_\_\_\_\_ applies for violations).

6.3 Music and Noise. Amplified music is permitted until \_\_\_\_\_ PM (or as required by local noise ordinance). The Renter shall comply with all local noise ordinances and any directions from Venue staff regarding volume.

## 7. Setup, Cleanup, and Property

7.1 The Renter, its vendors, and its guests shall use reasonable care with the premises and Venue property.

7.2 The Renter is responsible for arranging removal of all personal property, decorations, gifts, and rental items by the end of the load-out period. The Venue is not responsible for items left behind.

7.3 Damage. The Renter is responsible for the cost of any damage to the premises or property caused by the Renter, its vendors, or its guests, which may be deducted from the damage deposit and/or invoiced separately.

## 8. Insurance

The Renter shall obtain an event-liability insurance policy with minimum coverage of \$\_\_\_\_\_ per occurrence and \$\_\_\_\_\_ aggregate, including host-liquor liability if alcohol is to be served, naming the Venue as additional insured. The certificate of insurance shall be delivered to the Venue at least \_\_\_\_\_ (\_\_\_\_) days before the Event.

## 9. Cancellation, Postponement, and Force Majeure

9.1 Cancellation by Renter. The booking deposit is non-refundable. Additional payments are refundable as follows:

- (q) More than \_\_\_\_ days before the Event: \_\_\_\_% refund of additional payments;
- (r) Between \_\_\_\_ and \_\_\_\_ days before: \_\_\_\_% refund;
- (s) Within \_\_\_\_ days of the Event: no refund.

9.2 Postponement by Renter. The Venue will use reasonable efforts to accommodate a postponement to a date within \_\_\_\_ months of the original Event date, subject to availability. A postponement fee of \$\_\_\_\_\_ may apply.

9.3 Cancellation by Venue. If the Venue cancels for reasons within its control, the Venue shall refund all amounts paid and use reasonable efforts to assist the Renter in finding an alternative venue.

9.4 Force Majeure. Neither Party is liable for failure to perform due to events beyond reasonable control (severe weather, fire, natural disaster, epidemic, government orders, terrorism). The Parties shall first attempt to reschedule the Event. If rescheduling is not possible within \_\_\_\_ months, the Parties shall negotiate in good faith a fair allocation of amounts paid based on costs incurred.

## 10. Conduct and Compliance

10.1 The Renter, its vendors, and its guests shall comply with all applicable laws, Venue rules (attached as Exhibit D), and fire-safety and occupancy limits. The Venue may, in its sole discretion, refuse entry or remove any person engaged in unlawful, unsafe, or disruptive behavior, without refund.

10.2 The Venue may post staff or security at the Event at its sole discretion.

## 11. Indemnification and Limitation of Liability

11.1 To the fullest extent permitted by law, the Renter shall indemnify and hold harmless the Venue from claims arising out of the Renter's use of the premises, the conduct of the Renter's vendors and guests, and any breach of this Agreement, except to the extent caused by the Venue's gross negligence or willful misconduct.

11.2 The Venue is not responsible for loss of or damage to personal property left on the premises.

11.3 Except for the Renter's indemnification obligations and damage to the premises, neither Party's liability under this Agreement shall exceed the total Rental Fee. Neither Party shall be liable for indirect, incidental, or consequential damages.

## 12. Governing Law and General Provisions

12.1 This Agreement shall be governed by the laws of \_\_\_\_\_.

12.2 Entire Agreement, Amendments in writing, severability, no waiver, electronic signature, and counterparts apply as standard.

*By signing below, the parties acknowledge that they have read, understood, and agree to be bound by all terms of this Agreement.*

<b>VENUE</b>  _____ Signature <b>Name:</b> _____ <b>Date:</b> _____	<b>RENTER</b>  _____ Signature <b>Name:</b> _____ <b>Date:</b> _____
--	---

— END OF AGREEMENT —

*This template is for general informational purposes only and is not legal advice. Event-industry contracts touch on consumer-protection, insurance, and liquor-license rules that vary by jurisdiction — consult a qualified attorney before use.*