

Venue Rental Agreement

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This template is general information, not legal advice. Deposits, cancellation fees, liability and consumer contracts are regulated differently from one state or country to the next. Have your version reviewed once by a lawyer in your jurisdiction, then reuse it on every proposal.

Replace the [highlighted fields]. The italic notes explain each clause: delete them before sending.

Parties

Venue	[Venue legal name], [address], represented by [name, title] (the "Venue")
Client	[Client legal name], [address], represented by [name, title] (the "Client")
Event	[Event name], on [date]
Proposal	Proposal # [number] dated [date] (the "Proposal"), which lists the spaces, services, quantities and prices

1. Premises

The Venue grants the Client the use of the following spaces: [space 1, capacity] and [space 2, capacity]. Shared areas included: [restrooms, coat check, terrace]. Spaces not listed here are not included.

Name every space, and say what is not included. A client who booked the hall assumes the garden comes with it.

2. Date, hours and access

Event date: [date]. Guest hours: [start time] to [end time]. Setup access from [time]; teardown completed by [time]. Vendor deliveries through [loading dock] in the slots agreed with the Venue. Overtime after [end time] is billed at [amount] per started hour, only if the Venue agrees.

Guest hours and access hours are two different things. Write both.

3. Fees, deposit and payment

The total due is the amount of the Proposal: [total], including service charge and sales tax. A deposit of [30]% ([amount]) is due at signature. The date is held only once the deposit is received. The balance is due [7] days before the event, adjusted to the final guaranteed headcount. Accepted payment methods: [card, ACH, check].

The sentence on the date hold is what ends an open-ended hold.

4. Cancellation and rescheduling

If the Client cancels in writing: more than [90] days before the event, the Venue keeps the deposit; [90] to [31] days before, [50]% of the total is due; [30] days or less, [100]% of the total is due.

The Client may reschedule once, at least [30] days before the event, to a date within [12] months. The deposit carries over, subject to availability. If the Venue cancels for a reason other than force majeure, it refunds all amounts paid.

Write dates and percentages. "Cancellation fees may apply" decides nothing.

5. Guaranteed headcount and minimum spend

The final guaranteed headcount is due [10] days before the event. Per-guest items are billed on the guaranteed number or the actual attendance, whichever is higher. Additional guests are billed at the Proposal's per-guest prices. Food and beverage minimum: [amount], before service charge and tax.

The kitchen orders on the guaranteed number: the confirmation date protects that order.

6. Liability, insurance and damage

The Client is responsible for damage to the premises, furniture and equipment caused by its guests or vendors. The Client provides a certificate of general liability insurance of at least [amount], naming the Venue as additional insured, [14] days before the event. The Venue and the Client's lead walk through the spaces at the end of the event; any damage is noted and signed.

The joint walk-through is the only moment a damage claim settles without a dispute.

7. House rules

Music ends at [time]; sound limit after [time]. No confetti, glitter or open flames (enclosed candles allowed), and nothing fixed to walls or ceilings. Outside vendors must be approved by the Venue and provide proof of insurance. Alcohol is served only by the Venue's licensed staff. Smoking only in [designated areas].

Write the curfew as a clock time, and the vendor rule in full.

8. Force majeure, governing law and signature

Neither party is liable for a failure caused by events beyond its reasonable control, such as a natural disaster, a government order or a utility outage. The parties first try to reschedule within [12] months; otherwise, amounts paid for services not delivered are refunded. This agreement is governed by the laws of [state or country].

By signing the Proposal, the Client accepts these terms. The Proposal and these terms form the entire agreement.

The last sentence makes one signature enough: the Proposal and the terms travel together.

Signatures

	Venue	Client
Name and title		
Date		
Signature		