

Event Venue Rental Agreement

This is a template, not legal advice

This document is a general-purpose template provided for information only. It is not legal advice, it does not create a lawyer-client relationship, and nobody has reviewed it against your situation.

Laws differ by country, state and province, and they change. A clause that is standard in one place can be unenforceable — or illegal — in another. Terms that are ordinary between two businesses can be void in a consumer or employment context.

Read every clause before you use it, fill in every blank, and delete anything that does not apply. For anything high-value, unusual, or that you could not afford to lose a dispute over, have a qualified lawyer in your jurisdiction review it before it is signed.

How to use this template

1. Read it end to end and delete any clause that does not apply to you. Blanks are shown as a grey label on a line.
2. Need the other party to sign too, with an audit trail and a tamper-evident seal? That is what the paid product does.

Event Venue Rental Agreement

This Event Venue Rental Agreement (this "Agreement") is made on [Date] between [Venue owner/operator's full legal name or registered business name] of [Venue's business address] ("Venue") and [Renter's full legal name or, if booking as a business, its registered name] of [Renter's address] ("Renter"). Each is a "Party" and together they are the "Parties".

Venue agrees to make the premises described below available to Renter for a single event, on the date and during the hours stated, on the terms of this Agreement. This is a one-time hire of the premises for that event only. It does not create a tenancy, a lease, or any ongoing right for Renter to occupy or return to the premises outside the times stated.

1. The Premises and the Event

Venue lets Renter use the premises located at [Full venue address, including room, hall or suite name if the venue has more than one] (the "Premises") for [Description of the event, e.g. "a wedding reception," "a corporate holiday party"] (the "Event").

The Event takes place on [Event date]. Renter and Renter's vendors may access the Premises for setup starting at [Load-in start time], the Event itself runs from [Event start time] to [Event end time], and Renter, all guests and all vendors shall vacate the Premises, with all of Renter's property, decorations and rented equipment removed, no later than [Load-out end time] on [Load-out date, write the same as the Event date if load-out happens the same night].

Renter may use the following areas of the Premises:

[List the specific rooms, halls or outdoor areas included in the rental, e.g. "main hall, outdoor patio, bridal suite, parking lot"] .

Any other area of the property is off-limits to Renter and Renter's guests unless Venue agrees otherwise in writing.

Renter expects approximately [Expected number of guests] guests at the Event. This is a planning estimate only and does not raise or lower the maximum occupancy limit stated in clause 5.

2. Rental Fee and Payment Schedule

The total rental fee for the Premises for the Event is [Total rental fee amount] . Renter shall pay a non-refundable booking deposit of [Booking deposit amount] on signing this Agreement to hold the date, which is credited against the total rental fee. This booking deposit is separate from, and does not replace, the damage deposit in clause 3.

The balance of the rental fee is due no later than [Balance due date, e.g. "30 days before the Event"] . Payment is made by [Accepted payment methods] . If the balance is not paid by that date, Venue may treat this Agreement as cancelled by Renter under clause 4 and re-let the date to another party.

If the Event runs past the end time stated in clause 1, Renter shall pay an overtime charge of [Overtime rate per hour or part-hour] for each additional hour or part-hour, payable immediately after the Event or deducted from the damage deposit under clause 3. Any additional fee for extra setup time, extended parking, extra staff or equipment not included in the total rental fee is quoted and agreed in writing before it is provided.

3. Damage / Security Deposit

Renter shall pay Venue a refundable damage deposit of [Damage deposit amount] no later than [Date the damage deposit is due] . Venue holds the damage deposit as security for Renter's performance of this Agreement and may draw on it, in whole or in part, for any of the following:

- (a) damage to the Premises, its fixtures, furniture or equipment beyond ordinary wear and tear;
- (b) cleaning beyond what a normal, tidy event requires, including removal of decorations, spills, or trash left behind after the load-out deadline in clause 1;
- (c) guest attendance in excess of the maximum occupancy stated in clause 5;
- (d) a violation of the alcohol, noise or curfew requirements in clause 6;
- (e) unauthorized use of an area of the property outside those listed in clause 1;
- (f) unpaid overtime charges under clause 2; and
- (g) loss of or damage to any equipment Venue rented or loaned to Renter for the Event.

4. Cancellation and Rescheduling

Renter may cancel this Agreement by written notice to Venue. The booking deposit under clause 2 is non-refundable in every case. Beyond the booking deposit, the amount Renter owes on cancellation depends on how much notice Renter gives before the Event date:

- (a) more than [First cancellation notice band, e.g. "90 days"] before the Event: no further amount is owed, and any part of the rental fee already paid beyond the booking deposit is refunded within [Refund period, e.g. "14 days"] ;
- (b) between that period and [Second cancellation notice band, e.g. "30 days"] before the Event: Renter owes [Percentage owed in the middle band, e.g. "50%"] of the total rental fee, less the booking deposit already paid;
- (c) fewer than [Second cancellation notice band, e.g. "30 days"] before the Event: the full rental fee is due and owing, less the booking deposit already paid.

5. Maximum Occupancy and Fire Code Compliance

The Premises has a maximum occupancy of [Maximum occupancy figure] persons, as set by the Premises' certificate of occupancy, fire marshal rating or equivalent local approval. Renter shall not permit the number of people present on the Premises at any time — guests, vendors and staff combined — to exceed that figure, regardless of the guest count Renter expected under clause 1.

Venue may conduct a headcount at the door and may refuse entry, or require guests already inside to leave, to keep attendance within the maximum occupancy. Exceeding the maximum occupancy is a material breach of this Agreement and grounds for Venue to end the Event immediately under clause 11, in addition to withholding the corresponding amount from the damage deposit under clause 3.

Renter shall keep all aisles, exits, fire lanes and doorways clear of furniture, decorations, cables and equipment at all times during setup, the Event and load-out, and shall comply with the applicable fire code and any specific condition of Venue's occupancy permit that Venue notifies Renter of in writing before the Event, including any requirement for a fire watch, security personnel or additional exits at guest counts above

[Guest count above which additional fire-safety staffing is required, if applicable, or write "not applicable"] .

6. Alcohol Service and Noise/Curfew Compliance

Alcohol may be served at the Event only as follows:

[State the alcohol policy, e.g. "Venue's licensed in-house bar only," "BYOB via licensed third-party bartender," or "no alcohol permitted"] .

Where Renter or Renter's vendor serves alcohol, Renter is responsible for obtaining any permit, license or one-day event authorization that applicable law requires for that service, and for providing Venue with proof of it no later than

[Number of days before the Event that alcohol permit/license proof is due] days before the Event.

Any person serving alcohol at the Event shall verify the legal drinking age of each person served, shall not serve a person who is visibly intoxicated, and shall carry liquor liability (dram shop) insurance naming Venue as an additional insured, with a certificate provided to Venue before the Event, in addition to the general liability insurance required by clause 8.

Amplified sound and live music must comply with the noise ordinance of the jurisdiction where the Premises is located. Outdoor amplified sound must end by

[Outdoor sound curfew time] , and all amplified sound, indoors and outdoors, must end by [Overall sound curfew / venue closing time] . If Venue receives a noise complaint or a notice from a local authority during the Event, Renter shall reduce the volume immediately on Venue's request; a repeated or uncorrected violation is grounds for Venue to end the amplified sound, or the Event itself, without any refund of the rental fee or damage deposit.

7. Vendors and Outside Catering

Renter may hire its own caterer, DJ, decorator and other vendors for the Event, subject to Venue's reasonable approval and any minimum insurance requirement Venue notifies Renter of. Each outside vendor shall carry general liability insurance of at least [Minimum vendor liability insurance amount] and provide Venue with a certificate of insurance no later than [Number of days before the Event vendor insurance is due] days before the Event.

Renter shall give Venue the name and contact details of every outside vendor at least [Number of days before the Event vendor list is due] days before the Event. Vendors may access the Premises only during the load-in and load-out windows stated in clause 1, unless Venue agrees to an earlier or later time in writing. Use of any on-site kitchen or warming area is limited to

[Kitchen/warming-area use terms, e.g. "warming and plating only — no open-flame cooking without Venue's prior written approval"] .

Venue is not a party to any contract between Renter and a vendor and is not responsible for a vendor's performance, conduct or work product. Renter is responsible for its vendors' compliance with this Agreement, including the occupancy, alcohol, noise

and rules-of-use clauses, as if the vendor's acts were Renter's own.

8. Insurance and Liability

Renter shall obtain and keep in force through the Event a general liability insurance policy covering the Event, with a minimum coverage of [Minimum general liability coverage amount] , naming Venue as an additional insured, and shall give Venue a certificate of insurance no later than [Number of days before the Event Renter's insurance certificate is due] days before the Event.

Renter shall indemnify Venue against claims, losses and expenses arising from the Event, including claims by a guest or vendor, except to the extent caused by Venue's own negligence or breach of this Agreement. Venue's own property and liability insurance covers the building and Venue's own operations; it does not cover Renter's guests, Renter's or a vendor's property, or gifts, cash or valuables brought onto the Premises for the Event, and Venue is not liable for the loss, theft or damage of any such property.

9. Rules of Use

Renter and Renter's guests and vendors shall comply with Venue's rules of use, including the following:

- (a) no open flame, other than candles fully enclosed in a non-flammable container, without Venue's prior written approval;
- (b) no confetti, glitter, rice, birdseed or similar loose decoration, unless Venue states otherwise in writing;
- (c) no nails, screws, staples, tape or adhesive on walls, ceilings, floors or fixtures without Venue's prior written approval;
- (d) smoking, where permitted at all, only in the area Venue designates;
- (e) no illegal substances or activity on the Premises; and
- (f) no item on Venue's written list of prohibited items, provided to Renter before the Event.

10. Condition of Premises and Clean-Up

Venue and Renter shall conduct a walk-through of the Premises before the Event begins and again after load-out ends, to record the condition of the Premises, ideally with photographs, so any damage or excess cleaning can be identified against a known starting condition.

By the load-out deadline in clause 1, Renter shall remove all of Renter's and Renter's vendors' property, decorations, equipment and trash from the Premises and leave it in the same condition it was in at the start of the Event, ordinary wear and tear excepted. If Renter does not, Venue may deduct a cleaning fee of [Cleaning fee amount, or "Venue's reasonable cost of cleaning and removal"] from the damage deposit under clause 3.

Within [Number of days after the Event the deposit is returned] days after the Event, Venue shall return the damage deposit, less any amount properly withheld under clause 3, together with a written statement itemizing any deduction.

11. Default and Remedies

If Renter materially breaches this Agreement before or during the Event — including exceeding the maximum occupancy, an uncorrected alcohol or noise violation, or use of an unauthorized area — Venue may end the Event immediately, require Renter, guests and vendors to leave the Premises, and involve law enforcement if needed, without owing Renter a refund of the rental fee or booking deposit, and without prejudice to Venue's right to draw on the damage deposit under clause 3 or to pursue any other remedy available at law for amounts the deposit does not cover.

If Venue is unable to make the Premises available for the Event for a reason within Venue's control, Venue shall refund every amount Renter has paid, including the booking deposit and damage deposit, within [Refund period if Venue cancels, e.g. "14 days"]. Neither Party is liable to the other for a failure to perform caused by an event beyond that Party's reasonable control, including fire, flood, natural disaster, government order or a closure of the Premises required by a public authority; if such an event prevents the Event from taking place, the Parties shall first attempt to agree a rescheduled date, failing which Venue shall refund every amount Renter has paid other than the non-refundable booking deposit.

12. Governing Law and General

This Agreement and any dispute arising out of it are governed by the laws of [Governing law, e.g. "the State of Illinois"], and the Parties submit to the jurisdiction of the courts of [Jurisdiction where the Premises is located].

This Agreement is the entire agreement between the Parties about the rental of the Premises for the Event and replaces any earlier quote, proposal or understanding about it. It may be amended only in writing signed by both Parties. Neither Party may assign this Agreement without the other's written consent. If any provision is held unenforceable, the rest continues in force, and a failure to enforce a provision is not a waiver of it. Notices under this Agreement must be in writing and sent to the address

stated for that Party above, or to [Venue's email for notices] and [Renter's email for notices] .

This Agreement may be signed in counterparts and by electronic signature, each of which is an original and all of which together form one agreement. Until both Parties have signed, this Agreement is a draft and binds no one.

In agreement with the terms above, the parties have signed below on the dates written beside their signatures.

Venue

Signature: _____

Printed name: _____

Company: _____

Title: _____

Date: _____

Renter

Signature: _____

Printed name: _____

Date: _____