



Terms & Contracts

Sample rental agreement language to protect you and your guests

Disclaimer

This document contains sample contract language for educational purposes. It is not legal advice. Always have a licensed attorney in your state review your final contract before using it with guests.

1. Parties & Date

This Venue Rental Agreement ('Agreement') is entered into on [date] between [Venue Legal Name] ('Venue') and [Guest Full Name] ('Guest') for the rental of [venue address] ('Premises') for the event described below.

2. Event Details

Event Date: [date]

Rental Window: [start time] to [end time], including all setup and breakdown.

Maximum Guest Count: [number]

Type of Event: [description]

3. Fees & Payment

Total Rental Fee: \$[amount]

Security Deposit: \$[amount] (refundable within 14 days post-event, less any damages or overage fees).

Payment Schedule: [50% due to confirm booking, balance due 14 days before event] or as otherwise agreed in writing.

Accepted forms of payment: [credit card, ACH, etc.].

4. Cancellation Policy

More than 60 days before event: Full refund less a \$[amount] processing fee.

30-60 days before event: 50% refund.

Less than 30 days before event: No refund.

Venue reserves the right to cancel for force majeure events with full refund of fees paid.

5. Insurance Requirements

Guest shall provide a Certificate of Insurance naming [Venue Legal Name] as additional insured, with minimum coverage of \$1,000,000 per occurrence general liability, no later than 14 days before the event.

6. Conduct & Damages

Guest is responsible for the conduct of all attendees, vendors, and contractors. Guest agrees to leave the Premises in substantially the same condition as found.

Guest is liable for any damages beyond normal wear and tear, to be deducted from the security deposit or invoiced separately.

7. Indemnification

Guest agrees to indemnify, defend, and hold harmless Venue, its owners, employees, and agents from any claims, damages, or expenses arising from Guest's use of the Premises, except for those caused by Venue's gross negligence.

8. House Rules

Guest agrees to comply with all posted house rules, including but not limited to: occupancy limits, noise ordinances, alcohol policy, smoking policy, and end-of-event cleanup expectations.

9. Governing Law

This Agreement shall be governed by the laws of the State of [State]. Any disputes shall be resolved in the courts of [County, State].

10. Signatures

Guest Signature: _____ Date: _____

Venue Representative: _____ Date: _____