

WEDDING VENUE CONTRACT

1. 1. Parties, Event Date, and Rental Block

This Venue Rental Agreement (the "Agreement") is entered into on [EFFECTIVE DATE] between [VENUE NAME], a [ENTITY TYPE] located at [VENUE ADDRESS] (the "Venue"), and [CLIENT NAMES], located at [CLIENT ADDRESS] (the "Client"). The Venue grants the Client use of the Premises described in Section 2 on [EVENT DATE] (the "Event") for the following rental block: vendor load-in beginning at [LOAD-IN TIME], Client and guest access beginning at [GUEST ACCESS TIME], ceremony at [CEREMONY TIME], reception from [RECEPTION START] to [RECEPTION END], and complete load-out and vacancy of the Premises no later than [LOAD-OUT DEADLINE]. Access outside the rental block is not permitted without written approval and an additional fee of [EARLY ACCESS FEE]. Primary contacts are [VENUE CONTACT, PHONE, EMAIL] and [CLIENT CONTACT, PHONE, EMAIL].

2. 2. Premises, Exclusive Use, and Capacity

The rental includes the following spaces (the "Premises"): [INCLUDED SPACES, e.g., the main hall, the ceremony lawn, two suites for preparation, the covered terrace, the catering prep kitchen, and NUMBER restrooms]. The following areas are excluded and remain under the control of the Venue: [EXCLUDED AREAS]. Use of the Premises is [EXCLUSIVITY, e.g., exclusive for the rental block / non-exclusive, with the Venue permitted to host a separate event in EXCLUDED AREA]. The maximum occupancy of the Premises is [MAXIMUM CAPACITY] persons as established by the applicable fire code and occupancy permit, inclusive of guests, vendors, and staff. The Client will not admit persons beyond that number under any circumstance, and the Venue may refuse entry once capacity is reached. The Client will provide a final guest count by [GUEST COUNT DEADLINE] and a floor plan for approval by [FLOOR PLAN DEADLINE].

3. 3. Rental Fee, Deposit, and Payment Schedule

The rental fee for the Event is [RENTAL FEE], plus a service charge of [SERVICE CHARGE PERCENTAGE] and applicable sales tax of [SALES TAX RATE]. A non-refundable booking deposit of [BOOKING DEPOSIT] is due on signing to reserve the date and is credited against the rental fee. Additional payments are due as follows: [PAYMENT MILESTONE 1] on [DATE 1], [PAYMENT MILESTONE 2] on [DATE 2], and the balance no later than [FINAL PAYMENT DEADLINE, e.g., 30 days before the Event]. Payments are made by [PAYMENT METHOD]. Amounts past due accrue a late charge of [LATE FEE] per month or the maximum permitted by law, whichever is less, and the Venue may release the date if the balance is not paid by the final deadline. The refundable damage deposit described in Section 10 is charged separately and is not part of the rental fee.

4. 4. Food and Beverage Minimum and Catering

The Event is subject to a food and beverage minimum of [FOOD AND BEVERAGE MINIMUM], exclusive of service charge and tax. If actual food and beverage charges fall below that amount, the difference is billed as a room rental charge. Catering will be provided as follows: [CATERING OPTION, e.g., exclusively by the in-house catering department of the Venue / by a caterer selected from the preferred vendor list attached as Exhibit B / by any licensed caterer approved in advance]. If outside catering is permitted, the caterer must provide a current business license, health department permit, and certificate of insurance naming the Venue as an additional insured at least [VENDOR DOCUMENT DEADLINE, e.g., 30 days before the Event], and must pay an outside catering fee of [OUTSIDE CATERING FEE]. Outside food and beverage brought in by guests is not permitted except for a wedding cake and packaged favors approved in advance.

5. 5. Alcohol Service, Liquor Rules, and Security Staffing

All alcohol served on the Premises must be served by bartenders licensed and certified in responsible beverage service, provided by [ALCOHOL PROVIDER, e.g., the Venue / the approved caterer], and dispensed only from designated bar locations. Self-service of alcohol by guests, guest-supplied alcohol, and bringing alcohol onto the Premises are prohibited unless the Client has written approval and any required one-day permit. Bartenders will verify identification, will refuse service to any person who is under 21 or appears intoxicated, will not serve shots or doubles, and will make last call at [LAST CALL TIME] with all bar service ending at [BAR CLOSE TIME]. The Client is responsible for the conduct of its guests and will maintain host liquor liability insurance as required by Section 12. The Venue may suspend or terminate alcohol service, and may remove any guest, if in its judgment service has become unsafe or unlawful, without refund. The Event requires [SECURITY STAFF COUNT] licensed security personnel, provided by [SECURITY PROVIDER, e.g., the Venue / a licensed agency approved by the Venue], for the period from [SECURITY START TIME] to [SECURITY END TIME], at a cost of [SECURITY COST] payable by the Client. Where alcohol is served or guest count exceeds [SECURITY THRESHOLD], security is mandatory and cannot be waived. Security personnel are authorized to check identification, monitor entrances, address disruptive behavior, and remove any person who is intoxicated, violent, trespassing, or in violation of Venue rules. The Client will designate a responsible adult present for the entire Event who is authorized to make decisions and to be contacted by Venue staff. Smoking is permitted only in [SMOKING AREA], and illegal substances, weapons, and unapproved drones are prohibited anywhere on the Premises.

6. 6. Curfew, Amplified Music Cutoff, and Overtime

All amplified music, including live bands and DJ equipment, must end no later than [AMPLIFIED MUSIC CUTOFF] in compliance with the local noise ordinance, and all guests must depart the Premises by [GUEST DEPARTURE CURFEW]. The Venue may require volume reduction at any time to comply with the noise ordinance or with the terms of its permits, and such a requirement is not a breach of this Agreement and does not entitle the Client to a refund. Vendors must complete load-out and vacate by [LOAD-OUT DEADLINE]. If guests remain, music continues, or load-out extends past the applicable deadline, the Client will be charged overtime of [OVERTIME RATE] per hour or fraction of an hour, plus any staffing, security, and cleaning costs incurred, deducted first from the damage deposit. Extension of the curfew is not available where a municipal permit or ordinance sets the limit.

7. 7. Vendors, Load-In, Insurance Certificates, and Rentals

The Client will provide a complete vendor list with contact details by [VENDOR LIST DEADLINE, e.g., 30 days before the Event]. Every vendor working on the Premises must be licensed where required and must submit a certificate of general liability insurance of at least [VENDOR INSURANCE MINIMUM] naming the Venue as an additional insured before load-in. Vendors may access the Premises only during the load-in and load-out windows in Section 1 and must use the [LOAD-IN ENTRANCE] entrance and the designated vendor parking area. All rented equipment, including tables, chairs, linens, tenting, staging, lighting, and dance floors, must be delivered and removed within the rental block unless the Venue approves overnight storage in writing at a fee of [STORAGE FEE]. The Venue is not responsible for items left on the Premises after load-out and may dispose of them after [ABANDONED PROPERTY PERIOD, e.g., 7 days].

8. 8. Decor Restrictions and Use of the Premises

The following are prohibited on the Premises: open flame other than enclosed votive candles, sparklers except in [DESIGNATED SPARKLER AREA] with written approval, confetti, glitter, rice, birdseed, silly string, artificial rose petals, fog and haze machines, cold spark machines, helium balloon releases, and any fixing method that

penetrates or marks surfaces, including nails, screws, staples, tacks, and adhesive tape on painted walls. Decor may be hung only from designated hooks or with methods approved in writing by the Venue. The Client will not move, remove, or alter permanent fixtures, artwork, or furniture without approval, and will not relocate items belonging to the Venue between spaces. All decor must be removed during load-out and the Premises returned to the condition in which they were received. Any restriction violated results in a deduction from the damage deposit and, where cleanup or repair exceeds it, an invoice for the balance.

9. 9. Damage Deposit, Inspection, and Cleaning

The Client will provide a refundable damage deposit of [DAMAGE DEPOSIT AMOUNT] no later than [DEPOSIT DUE DATE], by [DEPOSIT METHOD, e.g., separate payment or a credit card authorization held on file]. The Venue and the Client, or a representative designated by the Client, will conduct a walkthrough of the Premises before the rental block begins and again immediately after load-out, and will note the condition of the Premises in writing on both occasions. The Venue will return the deposit within [DEPOSIT RETURN PERIOD, e.g., 14 days] after the Event, less an itemized statement of deductions for damage beyond normal wear, missing property, excessive cleaning beyond the standard cleaning fee of [CLEANING FEE], overtime under Section 7, violations of Section 9, or fines imposed on the Venue arising from the Event. If damage exceeds the deposit, the Client will pay the balance within [DAMAGE PAYMENT PERIOD, e.g., 15 days] of receiving the itemized statement and supporting photographs.

10. 10. Parking, Transportation, and Accessibility

The Venue provides [PARKING DESCRIPTION, e.g., NUMBER self-parking spaces at no charge / valet service at VALET RATE per vehicle]. If guest count exceeds [PARKING THRESHOLD], the Client will arrange valet service or shuttle transportation at its own cost and will submit the plan for approval by [PARKING PLAN DEADLINE]. Vehicles left overnight must be removed by [VEHICLE REMOVAL TIME] and are left at the risk of the owner. Shuttle and rideshare loading will occur only at [LOADING ZONE]. The Premises include accessible entrances, restrooms, and paths of travel as described in Exhibit C, and the Client will inform the Venue of any accommodation a guest requires at least [ACCOMMODATION NOTICE, e.g., 14 days] before the Event so arrangements can be confirmed.

11. 11. Insurance, Indemnification, and Liability

The Client will obtain and provide proof of a special event liability policy of at least [EVENT INSURANCE MINIMUM, e.g., \$1,000,000 per occurrence] naming the Venue as an additional insured, together with host liquor liability coverage where alcohol will be served, at least [INSURANCE DEADLINE, e.g., 30 days before the Event]. The Client will defend, indemnify, and hold harmless the Venue and its owners, employees, and agents from claims, damages, fines, and expenses arising from the Event, the conduct of guests, the acts of vendors engaged by the Client, or breach of this Agreement, except to the extent caused by the negligence of the Venue. The Venue is not responsible for personal property brought onto the Premises, for gifts, or for items lost or stolen during the Event. Except for its own gross negligence or willful misconduct, the liability of the Venue will not exceed the total amount paid by the Client under this Agreement.

12. 12. Cancellation, Postponement, and Date Change Credit

The Client may cancel by written notice. The booking deposit is non-refundable in all cases. Additional amounts are payable based on the date written notice is received: more than [TIER 1 DAYS, e.g., 270 days] before the Event, no additional charge; [TIER 2 DAYS, e.g., 180 to 269 days] before, [TIER 2 PERCENTAGE, e.g., 25 percent] of the contracted total; [TIER 3 DAYS, e.g., 90 to 179 days] before, [TIER 3 PERCENTAGE, e.g., 50 percent]; fewer than [TIER 4 DAYS, e.g., 90 days] before, the full contracted total, including any food and

beverage minimum. If the Client requests a date change, the Venue will apply amounts paid as a credit to a new mutually available date within [CREDIT WINDOW, e.g., 18 months], subject to a date change fee of [DATE CHANGE FEE] and to the rates applicable to the new date and day of week. A date may be changed [DATE CHANGE LIMIT, e.g., one time]. If the Venue cancels for any reason other than a breach by the Client or an event under Section 14, the Venue will refund all amounts paid including the booking deposit and will assist the Client in locating a comparable alternative venue.

13. 13. Force Majeure, Weather, and Rain Plan

Neither Party is liable for failure to perform caused by events beyond its reasonable control, including severe weather, natural disaster, fire, flood, epidemic or public health order, government restriction or capacity limit, loss of utilities, structural damage to the Premises, or loss of a required permit or license. If such an event prevents the Event from taking place, the Parties will reschedule under Section 13 with amounts paid applied as a credit, and if no mutually acceptable date is available within the credit window the Venue will refund amounts paid less costs already incurred. For any outdoor ceremony or reception, the Client will select a written rain plan from the options in Exhibit D by [RAIN PLAN DEADLINE], and the decision to move indoors will be made jointly no later than [WEATHER CALL DEADLINE, e.g., noon on the day before the Event]. The Venue may make the weather call unilaterally where safety, setup logistics, or grounds conditions require it, without refund.

14. 14. Governing Law and General Provisions

This Agreement is governed by the laws of the State of [GOVERNING STATE], without regard to conflict of laws rules, and any dispute will be brought exclusively in the courts located in [VENUE COUNTY AND STATE], with the prevailing Party entitled to reasonable attorney fees and costs. This Agreement, with its exhibits, venue rules, and any signed addenda, is the entire agreement between the Parties regarding the Event and replaces all prior tours, quotes, and conversations. Amendments must be in writing and signed by both Parties. The Client may not assign this Agreement or sublet the Premises. The Client will comply with all applicable laws, permits, and Venue rules posted or provided, and failure to do so permits the Venue to stop the Event without refund. If any provision is unenforceable, the remaining provisions stay in effect.

15. 15. Signatures

By signing below, both Parties confirm they have read and agree to this Agreement, including the venue rules and exhibits, as of the Effective Date. VENUE: [VENUE NAME]. Signature: _____. Printed Name: [VENUE SIGNER NAME]. Title: [TITLE]. Date: [DATE]. CLIENT: [CLIENT NAMES]. Signature: _____. Printed Name: [CLIENT SIGNER NAME]. Date: [DATE]. Electronic signatures and counterpart copies have the same effect as original signatures.

16. Disclaimer

This template is provided for general informational purposes only and is not legal advice. Venue rentals are governed by local occupancy and fire codes, state liquor licensing and dram shop laws, municipal noise ordinances, and consumer protection rules on deposits and cancellation charges, all of which vary significantly by jurisdiction. Review and adapt this document for your own property and circumstances, and consult a licensed attorney and your insurer before relying on it. Use of this template does not create an attorney-client relationship with ScanContract.