

VENUE RENTAL AGREEMENT

1. 1. Parties and Event

This Venue Rental Agreement (the "Agreement") is made effective as of [EFFECTIVE DATE] between [VENUE NAME], a [ENTITY TYPE] that owns or operates the premises at [VENUE ADDRESS] (the "Venue"), and [CLIENT NAME], located at [CLIENT ADDRESS] (the "Client"). The Client is renting the premises for an event described as [EVENT TYPE AND NAME] on [EVENT DATE] (the "Event"). The Client on-site contact is [ON-SITE CONTACT NAME AND MOBILE] and the Venue contact is [VENUE CONTACT NAME AND MOBILE]. The Client is at least eighteen years old, represents that the person signing below is authorized to bind the Client, and acknowledges that the Client, not any planner or vendor, is the party responsible under this Agreement.

2. 2. Licensed Space and Included Services

The Client is granted a license to use the following areas of the premises (the "Licensed Space"): [SPACE DESCRIPTION, e.g., main hall, bridal suite, covered patio, catering kitchen, and the north parking lot]. Areas not listed, including [EXCLUDED AREAS, e.g., private residence, offices, storage, upper level], are excluded and may not be entered. The rental includes [INCLUDED ITEMS, e.g., NUMBER round tables, NUMBER chairs, house sound in the main hall, existing string lighting, restrooms, trash receptacles and liners, one venue attendant, and setup of venue-owned furniture per an approved floor plan]. Not included and available at additional cost are: [ADDITIONAL SERVICES AND RATES, e.g., linens, china, additional attendant hours, heaters, generator, security staff, and cleaning beyond the standard]. This Agreement grants a revocable license to use the Licensed Space for the Event only and does not create a lease, tenancy, or any interest in real property.

3. 3. Rental Period, Access Hours, and Curfew

The Client has access to the Licensed Space from [ACCESS START TIME] on [ACCESS DATE] for setup, through the Event period of [EVENT START TIME] to [EVENT END TIME], with breakdown and vacating complete by [VACATE TIME]. Amplified music must stop at [MUSIC CURFEW], and all guests must depart by [GUEST DEPARTURE TIME], in accordance with the noise ordinance of [MUNICIPALITY]. Time used beyond the stated window is charged at [OVERTIME RATE] per hour or fraction of an hour, charged against the damage deposit, and the Venue may require the Event to end at the curfew regardless of the schedule of the Client. Early access for deliveries or rehearsal requires prior written approval and may be charged at [EARLY ACCESS FEE]. The Venue may schedule other events before or after this Event and the Client will not extend into another booking window.

4. 4. Capacity and Occupancy Limits

The maximum occupancy of the Licensed Space is [MAXIMUM OCCUPANCY] persons as established by the applicable fire code and occupancy permit, and the maximum for this Event configuration is [EVENT CAPACITY] guests seated or [STANDING CAPACITY] standing, including guests, vendors, staff, and entertainers. The Client will provide a final guest count by [FINAL COUNT DEADLINE] and will not admit guests beyond the stated capacity for any reason. The Client is responsible for controlling entry, for any guest list or ticketing, and for ensuring that aisles, exits, and fire lanes remain clear at all times. If attendance exceeds the limit, the Venue may stop admission, require guests to leave, or end the Event without refund. The Client will provide a floor plan for approval by [FLOOR PLAN DEADLINE] and will not alter the approved layout in a way that blocks exits or exceeds the fire code.

5. 5. Fees, Deposits, and Payment Schedule

The total rental fee is [TOTAL RENTAL FEE], payable as follows: a non-refundable booking deposit of [BOOKING DEPOSIT] due on signing to hold the date, [SECOND PAYMENT] due on [SECOND PAYMENT DATE], and the balance due [BALANCE DUE TIMING, e.g., 30 days before the Event]. A refundable damage and cleaning deposit of [DAMAGE DEPOSIT] is due [DEPOSIT DUE DATE] and is returned within [DEPOSIT RETURN PERIOD, e.g., 14 days] after the Event, less any deduction for overtime, damage, excess cleaning, missing items, noise or ordinance fines, or unpaid charges, with a written itemization. Payments are made by [PAYMENT METHOD], and amounts not paid when due accrue a late charge of [LATE FEE PERCENTAGE] per month or the maximum permitted by law, whichever is less. The date is not reserved until the booking deposit and this signed Agreement are received, and the Venue may release the date if the balance is not paid by the due date.

6. 6. Alcohol Service

Alcohol may be served only as follows: [ALCOHOL POLICY, e.g., no alcohol permitted / beer and wine only / full bar through a licensed and insured bartending service approved by the Venue / cash bar operated under the Venue license]. Where the Client arranges alcohol service, the service provider must hold a current license or permit for the jurisdiction, must carry liquor liability insurance of at least [LIQUOR LIABILITY AMOUNT] naming the Venue as additional insured, and must provide certified servers who check identification and refuse service to any person who is intoxicated or under twenty-one. Self-service, guest-supplied alcohol, drinking games, shots, and alcohol brought in by guests are prohibited. Alcohol service must stop at least [LAST CALL BEFORE END, e.g., 30 minutes] before the Event end time. The Client is responsible for the conduct of its guests, for arranging transportation for anyone who should not drive, and for any claim, fine, or citation arising from alcohol at the Event.

7. 7. Security, Staffing, and Conduct

Where the Event includes alcohol service, exceeds [SECURITY THRESHOLD] guests, is ticketed or open to the public, or runs past [SECURITY TIME THRESHOLD], the Client will engage licensed and insured security personnel at a ratio of at least [SECURITY RATIO, e.g., one guard per 75 guests], arranged through the Venue at [SECURITY RATE] per guard hour or through a provider approved in advance. The Venue will have at least [VENUE STAFF NUMBER] attendant on site during the Event to manage the building, but the attendant is not responsible for supervising guests, minors, or vendors. The Client will ensure guests remain within the Licensed Space, will not permit smoking except in the designated area at [SMOKING AREA], will prohibit illegal drugs and weapons, and will require guests to comply with all posted rules. The Venue may remove any person who is disruptive, intoxicated, or unsafe, and may end the Event without refund if the Client cannot maintain order.

8. 8. Vendors, Catering, and Insurance Requirements

All outside vendors, including caterers, bartenders, planners, florists, photographers, entertainment, rental companies, and transportation, must be approved by the Venue at least [VENDOR APPROVAL DEADLINE, e.g., 30 days] before the Event and must provide a certificate of commercial general liability insurance of at least [VENDOR INSURANCE AMOUNT] per occurrence naming [VENUE NAME] as additional insured for the Event date, plus workers compensation where required and a current health permit for any food service. Caterers must use only the designated kitchen and service areas, must remove all food waste and grease, and may not pour cooking oil or food waste into any drain. Vendors are subject to the same access hours, curfew, and cleanup obligations as the Client, and the Client remains responsible for the acts, damage, and compliance of every vendor it engages. The Venue may refuse entry to any vendor without an approved certificate on file.

9. 9. Decor, Setup, and Prohibited Items

The Client may decorate within the Licensed Space subject to the following: nothing may be nailed, screwed, taped, stapled, or adhered to walls, beams, floors, or fixtures except with approved hanging hardware or gaffer tape on approved surfaces; nothing may be attached to sprinkler heads, lighting, or the ceiling structure without approval; and all decor must be freestanding or hung by the Venue. Prohibited items include open flame and unenclosed candles, sparklers, fireworks, fog and haze machines, confetti, glitter, rice, birdseed, loose petals outdoors, silly string, helium balloons released outdoors, nails, adhesive hooks, and any substance that stains or damages surfaces. Any use of a fog or haze machine requires prior approval and may set off the fire alarm at the expense of the Client, including a false alarm charge of [FALSE ALARM FEE]. All decor and personal property must be removed by the vacate time, and items left behind may be discarded at the expense of the Client.

10. 10. Cleanup and Return Condition

By the vacate time the Client will remove all decor, gifts, personal property, vendor equipment, and rental items; bag and place all trash in the designated receptacles or dumpster; clear all tables of food, glassware, and centerpieces; remove all food and beverage from the kitchen and refrigeration; wipe down catering surfaces; and leave the Licensed Space in substantially the condition in which it was received. Standard post-event cleaning, including floors, restrooms, and trash removal, is [CLEANING RESPONSIBILITY, e.g., performed by the Venue and included in the rental fee]. Cleaning beyond the standard, including excessive trash, spills that require extraction, wax or oil on floors, confetti or glitter, damage to landscaping, or grease in drains, is charged at [EXCESS CLEANING RATE] per hour or actual cost, whichever is greater, against the damage deposit. Items left behind will be held for [PROPERTY HOLD PERIOD, e.g., 14 days] and then donated or discarded.

11. 11. Damage, Loss, and Client Responsibility

The Client is responsible for all damage to the premises, furnishings, equipment, landscaping, and neighboring property caused during the access period by the Client, its guests, vendors, or anyone present for the Event, other than ordinary wear from normal use. The Client will report any damage to the Venue before departing. Repairs are charged at actual cost, and where a damaged item or area cannot be used for a subsequent booking, the Client is also responsible for the resulting lost rental revenue up to [LOSS OF USE CAP, e.g., the rental fee for one event]. The Venue is not responsible for loss, theft, or damage to personal property, gifts, decor, or vendor equipment brought to or left at the premises, before, during, or after the Event, and the Client will arrange its own security for such items. Charges exceeding the damage deposit are invoiced and payable within [DAMAGE PAYMENT TERM, e.g., 15 days].

12. 12. Client Insurance and Indemnification

The Client will obtain and provide, at least [INSURANCE DEADLINE, e.g., 14 days] before the Event, a certificate of event liability insurance with limits of at least [CLIENT INSURANCE AMOUNT] per occurrence, naming [VENUE NAME] as additional insured for the Event date and covering the setup and breakdown periods, plus host liquor liability where alcohol will be served. One-day event policies are widely available and are an acceptable form of coverage. The Client will defend, indemnify, and hold harmless the Venue and its owners, employees, and agents from all claims, damages, injuries, fines, and reasonable attorney fees arising from the Event, including claims by guests, vendors, and neighbors, except to the extent caused by the gross negligence or willful misconduct of the Venue. The Venue maintains its own property and liability coverage, which does not extend to the Client, its guests, its vendors, or their property.

13. 13. Cancellation, Postponement, and Force Majeure

The booking deposit is non-refundable in all circumstances. If the Client cancels more than [CANCELLATION TIER ONE, e.g., 180 days] before the Event, no further amount is owed beyond the booking deposit. Cancellation between [CANCELLATION TIER ONE] and [CANCELLATION TIER TWO, e.g., 60 days] forfeits [TIER TWO PERCENTAGE] of the total fee, and cancellation within [CANCELLATION TIER TWO] of the Event forfeits the full fee, subject to a credit of any amount the Venue actually recovers by rebooking the date. The Client may postpone once to a mutually available date within [POSTPONEMENT WINDOW, e.g., 12 months], applying all payments to the new date, subject to any seasonal rate difference and a rescheduling fee of [RESCHEDULE FEE]. If the Event cannot proceed because of a fire, storm, flood, power outage, government order, or other cause beyond the reasonable control of either Party, the Parties will reschedule where possible, and if rescheduling is not possible the Venue will refund all amounts paid other than the booking deposit and any non-recoverable third-party costs.

14. 14. Compliance, Permits, and Right to Terminate

The Client will comply, and will require its vendors and guests to comply, with all applicable laws, ordinances, and permit conditions, including occupancy limits, fire lane access, noise ordinances, parking restrictions, amplified sound permits, food handling rules, and any special event permit required by [MUNICIPALITY]. The Client is responsible for obtaining any permit specific to the Event and for any fine or citation issued as a result of the Event. The Venue may terminate this Agreement and end the Event immediately, without refund, if the Client exceeds capacity, serves alcohol contrary to Section 6, refuses to control guests, violates the curfew after warning, or creates a hazard to persons or property. The Venue reserves the right to enter any part of the premises at any time, including the Licensed Space, for safety, inspection, and management purposes.

15. 15. Governing Law, General Provisions, and Signatures

This Agreement is governed by the laws of the State of [GOVERNING STATE], 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 collection costs. This Agreement, with the approved floor plan, vendor certificates, and any signed addendum, is the entire agreement of the Parties and replaces all prior proposals, tours, and conversations; amendments must be in writing and signed by both Parties. The Client may not assign this Agreement or sublicense the space to another party or event. If any provision is unenforceable the remainder stays in effect, and the total liability of the Venue under this Agreement will not exceed the total fees paid by the Client. VENUE: [VENUE NAME]. Signature: _____. Printed Name: [VENUE SIGNER NAME]. Title: [TITLE]. Date: [DATE]. CLIENT: [CLIENT NAME]. Signature: _____. Printed Name: [CLIENT SIGNER NAME]. Date: [DATE]. Electronic signatures have the same effect as originals.

16. Disclaimer

This template is provided for general informational purposes only and is not legal advice. Event venues are subject to occupancy and fire code requirements, alcohol licensing and dram shop liability rules, noise and special event ordinances, and food safety regulations that vary by state and municipality, and some jurisdictions treat a venue license differently from a lease for purposes of eviction and access rights. Review and adapt this document for your own facts, 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.