



Event Venue Agreement

This agreement is for event space for _____ scheduled for _____

collectively referred to as the "Parties".

This agreement regards the use of the property/rooms as describe below:

The following services will be provided (include the cost of these expenses):

The parties agree that the Venue will provide set-up and tear-down. The Renter agrees to clean-up and remove all meeting materials.

In consideration of the mutual promises and provisions, the Parties agree to the following details:

Event date: _____

Event address: _____

Time of the event: _____

Cost of the event rental: _____

Payment terms: _____

Additional Notes: _____

Venue Signature: _____

Venue Contact Information: _____
Name/phone/email

Renter Signature: _____

Renter's Contact Information: _____
Name/phone/email

Date: _____