

Event Space Rental Agreement

This **Event Space Rental Agreement (the "Agreement")** is made this _____, 20__ by and between the following parties:

PARTIES

Owner: _____, hereafter referred to as "the Owner",

and

Renter: _____, hereafter referred to as "the Renter".

Event Space

Renter wishes to temporarily rent, occupy, and use Owner's venue located at _____ and known as _____, and

In consideration of certain payments and covenants herein outlined, the Owner agrees to such rental, occupation, and use;

Terms of Agreement

Now, therefore, the parties agree to the following terms and conditions:

1. Payment of \$_____ shall be made to the Owner by the Renter not later than _____ (preferably 30 days before the start of the rental period). Of this amount, \$_____ represents the non-refundable deposit that will be applied to the final rental charges. The remainder, \$_____, represents the damages/security deposit. It will be returned to the Renter upon settlement, less any charges for actual damages done to the venue by the Renter or associates
2. The Renter shall have access to and use of the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the Renter's _____ event. A copy of all keys, access control codes, and other items necessary for Renter to gain access to the property shall be provided to Renter by the Owner no later than _____.
3. The full rental fee for the use of the venue described in (2) above shall be \$_____. Upon expiration of the rental period described in (2) above, the owner will receive the balance of the rental fee due, less the nonrefundable deposit described in (1) above.
4. Renter shall tender to Owner all keys and other access control devices within _____ of the rental period's expiration.
5. All personal property, trash, and other items not present in the venue when Renter took control shall be removed by Renter.

6. When Renter completes his/her obligations under (4) and (5) above, the Owner will return the security deposit to the Renter, minus any amounts deemed necessary to repair any damage caused to the venue by Renter, Renter's associates, guests, invitees, contractors, and anyone else who enters the venue during the rental period, whether or not they do so with Renter's knowledge.

7. Should Renter fail to pay the balance due within the agreed time period, interest will accrue at the rate of _____% per year until the balance is paid. A renter shall also be responsible for any legal fees, court costs, and other collection expenses incurred by the owner.

8. When Renter is in control of the venue, Renter will be liable for any physical damages, legal actions, reputation damage, or loss of business opportunities the Owner may suffer as a result of the actions of Renter or any of Renter's guests, and shall indemnify and hold harmless the Owner against any and all legal actions that may result from Renter using the venue.

Governing Laws

This contract shall be governed by the local jurisdiction of the Owner in the state of -----

Entire Agreement.

These parties affix their signatures below in acknowledgment of their understanding of and agreement with the terms and conditions contained herein.

Signature of the renter _____ Date:-----	Signature of the Owner, _____ Date:-----
Name in print	Name in Print
Address	Address
City, State, Zip Code	City, State, Zip Code