

# Banquet Hall Rental Agreement

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This Banquet Hall Rental Agreement here is executed for the rental and use of the property managed by \_\_\_\_\_ (hereinafter "Owner"). With regards to the terms and conditions of use, the undersigned parties agree as follows:

## Parties

1.

Owner:

Address:

Phone:

E-mail:

2.

Renter:

Address:

Phone:

E-mail:

## Rental Information

Date of Event:

Type of Event:

Venue Space Reserved:

Basic Table Set Up Plan:

Reception, standart;

Reception, dance floor;

Wedding/Ceremony;

Dinner, round tables

Dinner, banquet tables

Classroom,

Dance

Additional set up/change - \_\_\_\_\_ fee applies

Change Requested: \_\_\_\_\_

Specific Table set up plan: (additional fee for linens will apply unless noted)

**Eating:** Qty \_\_\_\_\_ Size \_\_\_\_\_

Basic Linen

Extra Linen

**Serving:** Qty \_\_\_\_\_ Size \_\_\_\_\_

Basic Linen

Extra Linen

**Cake:** Qty \_\_\_\_\_ Size \_\_\_\_\_

Basic Linen

Extra Linen

**Presents:** Qty \_\_\_\_\_ Size \_\_\_\_\_

Basic Linen

Extra Linen

Rental Items desired (Additional items shall be charged unless otherwise noted)

Number of Guests Attending:

Renter intends to serve alcohol?      Yes      No

Set-up Start Time:

Event Start Time:

Event End Time:

## Items

Following items or services shall be included in the rental rate (excluding hourly rate):

- Tables
- Chairs
- Table and Chair Set
- Kitchen
- Sound System
- Playground Use
- Use of grounds/buildings for photography

Any item or service not identified above is excluded from rental under this Agreement.

## Rental Rates and Fees

### Venue Rental Rate:

The Renter agrees to pay \_\_\_\_\_ to reserve the venue. The Renter also agrees to pay \_\_\_\_\_ as a reservation deposit which is non-refundable in the event of cancellation.

The Balance Due is \_\_\_\_\_. Any deposit "Balance Due" hereinabove is due on or before to successfully reserve the venue. If the Renter fails to pay the Balance Due on or before \_\_\_\_\_ the reservation shall be considered canceled. If the event date is less than 30 days away 100% of the rental rate is due at the time of executing this Agreement. If the event extends beyond scheduled end time more than one (1) hours without prior approval the security deposit will be forfeited.

### Overage Fees:

A \_\_\_\_\_ fee shall apply for every \_\_\_\_\_ that extends past the event end time stated above.

### Cleaning & Repair Fees:

Additional charges may occur for actual or estimated cleaning or repairing costs to restore venue, grounds, equipment or other property to the same condition prior to the use of the venue and Owner's property.

## **Cancellation**

Should the Renter cancel his/her reservation due to fortuitous causes, the 50% deposit shall be refundable.

If the cancellation was due to other reasons, with the reservation 1-week prior to the scheduled reservation, 20% shall be deducted from the refundable amount.

In any case, there shall be no refunds for causes that are non-fortuitous and the scheduled reservation is wished to be canceled 3-days prior to the scheduled reservation date.

## **Payment**

All payments due herein shall be made using \_\_\_\_\_. Personal checks shall be made payable to \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Any personal checks for insufficient funds is subject to a \_\_\_\_\_ returned check fee. Total contract fees must be paid \_\_\_\_\_ days prior to the Event Date. is wished to be canceled 3-days prior to the scheduled reservation date.

## Miscellaneous

### Severability:

In case any one or more of the provisions, or portions of provisions, of this Agreement shall be deemed by any legal authority to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, or portions of provisions contained herein shall not be in any way affected or impaired thereby.

### Modifications:

No alteration or other modification of this Agreement shall be effective unless such modification shall be in writing and signed by the parties.

### Entire Agreement:

This Agreement constitutes the terms and conditions agreed upon by the parties and supersedes any and all verbal agreements made in the prior or in the future. Any modifications set forth after the execution of this Agreement must be set forth in writing and signed by both parties hereto.

### Governing Law:

This agreement shall be governed by rules of the state of \_\_\_\_\_, to the exclusion of other state laws and jurisdictions.

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound, have caused this Agreement to be duly executed as of \_\_\_\_\_.

**Owner Signature**

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**Renter Signature**

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