

Facility Rental Agreement

Business Name: _____

Business Address: _____

Phone: _____ Email: _____

Event Information

Renter's Full Name: _____

Organization: _____

Phone Number: _____ Email: _____

Event Date: _____ Event Type: _____

Event Start Time: _____ End Time: _____

Expected Number of Guests: _____

Rental Fees & Payment

Rental Fee: _____

Security Deposit: _____ (Refundable if no damages or extra time is incurred)

Total Due: _____

Amount Paid: _____

Payment Method: Credit Card Only

Final Payment Due Date: _____ (must be paid in full 2 weeks prior to the event)

Failure to pay the full balance by the due date will result in automatic cancellation of the reservation and forfeiture of the deposit.

Credit Card Authorization

Cardholder Name: _____

Card Number (Last 4 Digits): _____ Expiration Date: ____ / ____

Billing Address: _____

City/State/Zip: _____

Cardholder Signature: _____ Date: _____

Additional Needs

■ Tables (Number: _____) ■ Chairs (Number: _____) ■ Kitchen Access ■ Parking ■
Cleaning Services (if included) Additional Services (if applicable):

Rules & Responsibilities

1. Renter is responsible for set-up and clean-up unless otherwise stated.
2. No smoking or illegal substances are allowed on the premises.
3. Decorations must not cause damage to walls, floors, or ceilings.
4. Renter is financially responsible for any damages, loss, or overtime.
5. All guests must vacate the premises by the agreed end time.
6. Security deposit will be returned within ____ business days after inspection.
7. Renter must comply with all local laws and venue policies.
8. All balances must be paid in full 14 days before the scheduled event date.

Liability Waiver Renter agrees to indemnify and hold harmless the property owner and staff from any claims, damages, or liabilities arising from the use of the premises.

Signatures

Renter's Signature: _____ Date: _____

Public Property Manager: _____ Date: _____

■ By signing this agreement, both parties acknowledge and agree to all terms and conditions listed above, including payment in full 2 weeks prior to the event date