



Facility Event Space Rental Agreement

This contract for the rental of a venue is made this day, _____, by and between _____, hereafter referred to as the Owner, and _____, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at _____ and known as _____, and

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

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

1. The Renter shall pay to the Owner the sum of \$_____ no later than _____ (recommended: 30 days before the commencement of the rental period). Of this amount, \$_____ is a non-refundable deposit that will be applied to rental charges upon final settlement of accounts.

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. Owner shall provide to Renter all keys, access control codes, and other items necessary to give Renter such access no later than _____.

3. The full rental fee for the use of the venue described in (2) above shall be \$_____. The balance of the rental fee due, less the non-refundable deposit described in (1) above, shall be payable to the Owner upon the expiration of the rental period described in (2) above.

4. Within _____ of the rental period's expiration, Renter shall tender to Owner the rental fee balance due, and all keys and other access control devices in his/her possession.

5. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.

6. Upon Renter's completion of his/her obligations under (4) and (5) above, the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.

7. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of _____% per year until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

8. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

9. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, date	Owner's Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code

Additional Requests / Additional Fees:

Card On File for Damages / Additional Fees:

Name On Card: _____

Card Number: _____ - _____ - _____ - _____

Exp Date: _____/_____/_____ 3-Digit Code On Back: _____

Zip Code: _____