Venue Rental Agreement

This agreement is between the Venue and the Renter named below for the use of the space described.

Venue name

Venue address

Renter name

Renter phone

1. Booking

Event type

Date

Expected guests

Access from (time)

Event ends

Everyone out by

Rooms, furniture and equipment included

2. Fees

Rental fee (before tax)

HST

Deposit due on signing

Damage deposit

Balance due by

The damage deposit is refunded within 14 days after the event, less the cost of any damage, extra cleaning or overtime.

3. Rules

The Renter is responsible for guests' conduct and for leaving the space as found. Alcohol may be served only as Ontario law allows, with a Special Occasion Permit or licensed bar service where required. The Renter will follow the Venue's capacity, noise, decoration and fire safety rules.

Alcohol arrangements (none, licensed bar, SOP)

4. Cancellation and liability

The deposit is non-refundable. The Renter may be asked to show event liability insurance. The Venue is not responsible for items left behind. This agreement is governed by the laws of Ontario, and electronic signatures on it are binding.

Venue

Signature	Full name	Date

Renter

Signature	Full name	Date