

Please review and complete the details below to finalize your event space reservation.

Venue / Owner

Renter / Organizer

Venue Address

Event Date

Start Time

End Time

Rental Fee (\$)

Security Deposit (\$)

Cleaning Fee (\$)

Expected Headcount

Alcohol Permitted

Catering Allowed

Venue Signature

Signature / date

Renter Signature

Signature / date