

# Event Space Rental Agreement

Granite Slate

Please review and complete this agreement to secure your event space reservation.

## PARTIES

Venue / Owner

Renter / Organizer

Venue Address

## DATES & SCHEDULE

Event Date

Start Time

End Time

## TERMS & PAYMENT

Rental Fee (\$)

Security Deposit (\$)

Cleaning Fee (\$)

Expected Headcount

## OPTIONS

Alcohol Permitted

Catering Allowed

## SIGNATURES

Venue Signature

Signature / date

Renter Signature

Signature / date