

Event Space Rental Agreement

Sage Ledger

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