

Wedding Venue Contract

This agreement is made on _____ between _____, hereafter "Venue," and _____, hereafter "Couple," regarding the contract of a **{ceremony or reception}** at **{venue}**: _____

The Venue agrees to provide the Couple with the following location on _____ from _____ to _____: _____ The Couple will pay _____ for the reservation of the venue, which will include: _____

Also available to rent are the following:

- Decorations:

- Tables/Chairs:

- Settings:

- Audiovisual:

- On-Site Coordinator: _____, **{hourly/package rate}**

A _____-hour rehearsal on _____ is **{included/available for charge}**.

A _____-hour consultation with the Venue regarding maps, rentals, and scheduling is **{included/available for charge}**.

The venue has a _____-person seated capacity and a _____ standing capacity.

Additional persons **{are not allowed/will require a charge for seating}**. The venue is **{public/private}** during the event.

Food **{is/isn't}** available in-house. The Couple **{must/cannot/is encouraged to}** bring in outside catering.

Drinks **{are/aren't}** available in-house. The Couple **{must/cannot/is encouraged to}** bring in outside catering.

Live music **{is/isn't}** allowed. Due to noise constraints, the following restrictions are in place:

Alcohol **{is/isn't}** allowed. Hard alcohol **{is/isn't}** allowed. Any serving of alcohol requires _____ State Liquor Control Commission-licensed bartender(s). Violations may result in **{termination/fines}**.

Smoking **{is/isn't}** allowed. Violations may result in **{termination/fine}**.

Décor restrictions: The Couple may not use _____. Hooks are provided in strategic places for lights, streamers, and lanterns.

_____ outlets with _____ are provided in _____ for instruments, speaker equipment, photobooths and more.

A kitchen is provided with _____ for the caterers to use for **{refrigeration, warmers, etc.}**.

The **{Venue/Couple}** is responsible for clean-up and take-down after the event.

Garbage/recycling **{is/isn't}** available.

Music and alcohol MUST BE done at _____. All clean-up must be finished by _____.

Overtime in the venue will result in an _____ fine.

The Couple is responsible for acquiring day-of liability insurance naming the Venue as recipient for damages up to _____.

A deposit of _____ is due at the signing of this contract. The remaining amount is due _____ days before the wedding. Cancellations before _____ will result in a refund minus _____. No refunds _____ days before the wedding.

(Venue)

(Couple)

(Date)

(Date)