

ROOM HIRE CONTRACT AGREEMENT

This Room Hire Contract Agreement (the "Agreement") is made and entered into on [DATE] (the "Effective Date") by and between:

PARTIES

Venue Owner/Lessor: Name: [FULL NAME OR COMPANY NAME] Address: [FULL ADDRESS]
Phone: [PHONE NUMBER] Email: [EMAIL ADDRESS] (the "Venue Owner")

Hirer/Lessee: Name: [FULL NAME OR COMPANY NAME] Address: [FULL ADDRESS] Phone:
[PHONE NUMBER] Email: [EMAIL ADDRESS] (the "Hirer")

1. PREMISES DESCRIPTION

The Venue Owner agrees to rent to the Hirer the following space (the "Premises"):

Room/Space	Location	Capacity	Amenities Included
[ROOM NAME]	[BUILDING/FLOOR]	[MAX # PEOPLE]	[LIST: Chairs, Tables, Projector, WiFi, etc.]

Total Space Size: [SQUARE FOOTAGE] sq ft Photos/Floor Plan: Attached as Exhibit A

2. RENTAL PERIOD

Date Start Time End Time Purpose of Hire

[DATE] [TIME] [TIME] [EVENT TYPE: Meeting, Wedding, Workshop, etc.]

Total Rental Duration: [X HOURS/DAYS] Setup Time Allowed: [X HOURS BEFORE START]
Cleanup Time Allowed: [X HOURS AFTER END]

3. RENTAL FEES & PAYMENT TERMS

Description	Amount	Due Date	Payment Method
Rental Fee	[\$AMOUNT]	[DATE]	[Cash/Check/Wire/Online]
Security Deposit (Refundable)	[\$AMOUNT]	[DATE]	[Same as above]
Additional Fees (if applicable)	[\$AMOUNT]	[DATE]	[Cleanup/Equipment/Etc.]

Description	Amount	Due Date	Payment Method
TOTAL	[\$TOTAL]		

Payment Schedule:

- 50% deposit due upon signing: **[DATE]**
- Balance due: **[DATE - 7 DAYS BEFORE EVENT]**

Late Fee: 2% per day after due date. **Refund Policy:** Full refund if canceled 30+ days prior; 50% if 14-29 days; No refund <14 days.

4. SECURITY DEPOSIT

- **Amount:** **[\$AMOUNT]**
- **Purpose:** Cover damages, cleaning, or unpaid fees.
- **Refund:** Within **7 business days** post-event, less deductions.
- **Conditions for Full Refund:**
 - Premises left clean and undamaged
 - All equipment returned
 - No violations of this Agreement

5. RULES & RESPONSIBILITIES

Hirer's Responsibilities:

- Provide proof of insurance (minimum \$1M liability)
- Comply with maximum capacity limits
- No smoking/vaping anywhere on premises
- No open flames/candles without approval
- Alcohol only with licensed server (if applicable)
- Remove all decorations/trash by end time
- Report damages immediately

Venue Owner's Responsibilities:

- Provide clean, functional space

- Ensure working amenities (WiFi, AC, etc.)
- Emergency access (fire exits, first aid)
- Quiet enjoyment of premises

Prohibited Activities: Pets, illegal substances, loud music after 10 PM, subletting.

6. LIABILITY & INSURANCE

- **Hirer Liability:** Responsible for all injuries/damages during rental period.
- **Insurance Required:** Hirer must provide certificate naming Venue Owner as additional insured.
- **Indemnification:** Hirer agrees to defend Venue Owner against claims arising from event.
- **Venue Owner Not Liable:** For lost/stolen items or third-party actions.

Emergency Contacts:

- Venue Manager: [NAME/PHONE]
 - Fire Dept: 911 | Police: 911
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7. CANCELLATION POLICY

Cancellation Notice	Refund Amount
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30+ days before	100%
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14-29 days before	50%
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Less than 14 days	0%
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Venue Owner cancels 100% + rescheduling option

Force Majeure: No liability for cancellations due to weather, strikes, or acts of God.

8. DAMAGE & CLEANING

- Hirer responsible for returning Premises to original condition.
- **Cleaning Fee:** \$[AMOUNT] if not cleaned properly.
- **Damage Costs:** Billed at actual repair cost + 20% admin fee.

Checklist for Move-Out:

- Tables/chairs wiped and stacked
 - Floors swept/vacuumed
 - Trash removed
 - Lights/equipment turned off
 - Doors locked
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9. EQUIPMENT INVENTORY

(Complete if equipment provided)

Item	Quantity	Condition	Notes
Tables	[#]	Good	
Chairs	[#]	Good	
Projector	1	Good	Cable included
Microphone	2	Good	

Damage/Replacement Cost: Per item listed in **Exhibit B**.

10. GOVERNING LAW & DISPUTE RESOLUTION

- **Governing Law:** State of [STATE], USA
 - **Disputes:** Mediation first; if unresolved, binding arbitration in [CITY]
 - **Entire Agreement:** This document supersedes all prior discussions.
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11. SIGNATURES

Venue Owner: Signature: _____ Date: _____ Printed Name: [NAME]

Hirer: Signature: _____ Date: _____ Printed Name: [NAME]

Witness (Optional): Signature: _____ Date: _____ Printed Name: [NAME]

EXHIBITS

- **Exhibit A:** Floor Plan & Photos
 - **Exhibit B:** Equipment List & Values
 - **Exhibit C:** Insurance Certificate
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NOTES FOR CUSTOMIZATION:

1. Replace **[BRACKETS]** with your specific details
 2. Add/remove rows in tables as needed
 3. Consult local laws for compliance
 4. Print 3 copies: 1 for each party + 1 filed
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Legal Disclaimer: This is a *free room hire contract template* for general use. Not legal advice. Consult an attorney for complex situations.

[DOWNLOAD AGAIN: [Word](#) | [PDF](#)]

*This simple one page room rental agreement PDF version fits on 2 pages when printed.
Expand sections for detailed event space rental agreement template needs.*

Total Words in Template: ~850 (*Ready to use immediately!*)

Quick Start Guide:

1. Download Word or PDF
2. Fill in **[BRACKETS]**
3. Email to parties for e-signature (DocuSign free tier works!)
4. File signed copy safely

Your FREE Room Hire Contract Template is ready! Start protecting your venue rentals today.

