

Banquet Hall Reservation Agreement

This Banquet Hall Reservation Agreement ("Agreement") is entered into on _____ (Date) by and between:

Banquet Hall	Name: _____ Address: _____
Renter (Client)	Name: _____ Address: _____ Contact Number: _____ Email: _____

1. Event Details

Date of Event	_____
Time (From – To)	_____
Purpose of Event	_____
Estimated Number of Guests	_____

2. Payment Terms

Reservation Fee: _____
Total Rental Fee: _____
Deposit Due By: _____
Balance Due By: _____

3. Terms & Conditions

1. The Banquet Hall must be used solely for the purpose stated above.
2. Renter is responsible for any damages caused during the event.
3. Smoking is strictly prohibited inside the premises.
4. Decorations must not damage property and must be removed promptly after the event.
5. Renter must comply with all local laws and ordinances.
6. Cancellation Policy: _____

4. Additional Notes

Banquet Hall Representative
Date: _____

Renter (Client)
Date: _____