

# Banquet Hall Reservation Agreement

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

<b>Banquet Hall</b>	Name: _____ Address: _____
<b>Renter (Client)</b>	Name: _____ Address: _____ Contact Number: _____ Email: _____

## 1. Event Details

<b>Date of Event</b>	_____
<b>Time (From – To)</b>	_____
<b>Purpose of Event</b>	_____
<b>Estimated Number of Guests</b>	_____

## 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: \_\_\_\_\_