**Banquet Event Contract Form**

**This Banquet Event Contract ("Contract") is entered into on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20, by and between:**

* **Event Host:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Venue Provider:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Event Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **1. Event Details**

1.1 **Type of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 1.2 **Estimated Number of Guests:** \_\_\_\_\_\_\_\_\_\_
 1.3 **Event Start Time:** \_\_\_\_\_\_\_\_\_\_ | **Event End Time:** \_\_\_\_\_\_\_\_\_\_
 1.4 **Set-Up Time:** \_\_\_\_\_\_\_\_\_\_ | **Breakdown Time:** \_\_\_\_\_\_\_\_\_\_
 1.5 **Menu Selection Deadline:** \_\_\_\_\_\_\_\_\_\_

### **2. Payment Terms**

2.1 **Total Event Cost:** $\_\_\_\_\_\_\_\_\_\_
 2.2 **Deposit Required:** $\_\_\_\_\_\_\_\_\_\_ (Due on: \_\_\_\_\_\_\_\_\_\_) (Non-refundable unless canceled as per Clause 6)
 2.3 **Final Payment Due:** \_\_\_\_\_\_\_\_\_\_ (No later than \_\_\_\_ days before the event)
 2.4 **Accepted Payment Methods:** Cash, Credit/Debit Card, Bank Transfer

### **3. Banquet Services Provided**

3.1 **Venue Rental Fee Includes:** (Check applicable items)
 ☐ Tables and Chairs
 ☐ Linens and Napkins
 ☐ Audio-Visual Equipment
 ☐ Stage Setup
 ☐ Parking Services

3.2 **Catering & Beverage Services:** ☐ Buffet Style
 ☐ Plated Dinner
 ☐ Cocktail Reception
 ☐ Cash Bar / Open Bar

3.3 **Additional Services (if applicable):** ☐ Floral Arrangements
 ☐ Live Entertainment / DJ
 ☐ Cake Cutting Service

### **4. Guest and Venue Responsibilities**

4.1 **The Event Host Agrees To:**

* Adhere to all venue policies, including noise restrictions, guest conduct, and damage responsibility.
* Provide an accurate guest count by \_\_\_\_\_\_\_\_\_\_.
* Ensure all outside vendors comply with venue rules.

4.2 **The Venue Provider Agrees To:**

* Provide the agreed-upon banquet hall and services.
* Ensure the venue is clean and event-ready before the scheduled start time.
* Maintain adequate staffing to support event operations.

### **5. Cancellation & Refund Policy**

5.1 **Cancellation by Event Host:**

* If canceled **30+ days** before the event: 50% of the deposit refunded.
* If canceled **less than 30 days** before the event: No refund.

5.2 **Cancellation by Venue Provider:**

* Full refund of all payments received.
* Venue will assist in finding an alternative location if available.

### **6. Liability and Indemnification**

6.1 **The Event Host is responsible** for any damage caused by guests, vendors, or event attendees.
 6.2 **The Venue Provider is not liable** for loss of personal items, injuries, or delays due to unforeseen circumstances.

### **7. Force Majeure**

Neither party shall be held responsible for cancellations due to natural disasters, government regulations, pandemics, or other uncontrollable events.

### **8. Governing Law**

This contract is governed by the laws of the State of \_\_\_\_\_\_\_\_\_\_. Any disputes shall be settled in a court within the said jurisdiction.

### **9. Agreement Signatures**

By signing below, both parties agree to the terms and conditions of this Banquet Event Contract.

**Event Host Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Venue Provider Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_