

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:** _____