

# EVENT SPACE RENTAL AGREEMENT

## Scion Events Venue

**Client Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_ to \_\_\_\_\_

**Expected Guest Count:** \_\_\_\_\_ (Recommended 80 | Max 100)

### Rental Fees & Payments

A non-refundable \$75 deposit is required to reserve the event date and will be applied toward the final balance. Remaining balance is due 48 hours prior to the event.

### Reservation Policy

No date is confirmed until both a signed agreement and deposit are received.

### Capacity Policy

Recommended capacity is 80 people. Maximum occupancy is 100 people including all guests, children, and vendors. Exceeding capacity may result in immediate event termination without refund.

### Overtime Policy

\$50 per additional hour or \$25 per additional half hour.

### Cleaning & Damages

Client agrees to leave the venue in the condition received. Additional charges may apply for excessive cleaning or damages.

### Cancellation Policy

Deposit is non-refundable. Cancellations within 48 hours may result in loss of all payments.

### Conduct & Liability

Client assumes responsibility for all guests and activities. Venue is not responsible for injury or loss of personal property.

### Agreement Acknowledgment

By signing below, client agrees to all terms of this agreement.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_