

# Meeting Room Rental Agreement

## 1. Parties

Renter (Individual/Organization):

Address:

Contact Person:

Phone:

Email:

Owner (Venue/Company):

Address:

Contact Person:

Phone:

Email:

## 2. Meeting Room Details

Room Name/Number:

Location:

Capacity:

Facilities Included:

## 3. Rental Period

Date(s):

Start Time:

End Time:

## 4. Rental Fee

Total Amount:

Deposit:

Payment Due Date:

Payment Method:

## 5. Terms and Conditions

1. The Renter agrees to use the meeting room only for lawful purposes.
2. Any damage to the property will be the responsibility of the Renter.
3. Cancellations and refunds are subject to the Owner's policy.
4. The Renter must comply with all venue policies and regulations.
5. Additional terms:

## 6. Signatures

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Renter Signature

Name:

Date:

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Owner Signature

Name:

Date:

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By signing above, both parties agree to the terms and conditions outlined in this agreement.