



Today's Date: _____

Event Agreement

Thank you for selecting LiveArts Studio as the venue for your upcoming event. In agreeing and accepting to present your event at LiveArts Studio, please review the following terms prior to your event date. *Please read items 3 and 4 carefully.* Please include \$50 for clean-up.

1. Event Date _____. Ideally, reservations should be made at least three weeks prior to event date. Event time: _____ Set-up time: _____
to and from times here

2. Guest totals: _____

3(a). For all of our events, a 50 percent deposit minimum is required _____ of the total sum, _____, is due the time of the reservation. (Skip item #3(b))
amount paid at time of reservation
total amount here

3(b). Or, if full payment is being made, enter it here _____. (Skip item #4)
full payment made here

4. Balance is due the day of the event upon commencement. _____.
balance amount here

5. Refunds will be granted for any party canceled at least two weeks prior to the date of the event. Refunds cannot be granted when reservation is made less than two weeks prior to event. Initial if you have read and agree to these terms. _____
initials here

6. **ACTIVITY:** *(What will the event be?)* _____

Name: _____

Address: _____ City: _____ State: _____ Zip _____

Contact phone: _____ e-mail: _____

Organization/Agency: _____

Deposit: _____ Balance amount due: _____ Paid in Full

Special requests or amenities: _____

I, _____, agree to the terms presented in this agreement.
print name here

your signature here

Additional requirements/requests:

