

Lubbock Party House
4322 50th Street
Lubbock, Texas 79413
(972) 885-0201
www.LubbockPartyHouse.com

LBKPartyHouse@gmail.com

Event Space Rental Agreement and Contract

Agreement made on _____, 20____, by and between Todd Coffman dba Lubbock Party House and _____, referred to as "Client". Client agrees to hire and Lubbock Party House agrees to make available use of Lubbock Party House located at 4322 50th St, Lubbock, TX 79413 with the following terms and conditions.

Date of Event: _____

Type of Event: _____

Set Up starting at : _____

Event starting at: _____

Clean up ending at: _____

Total Hours: _____

Number expected: _____

Client Name: _____

Client Address: _____

Client Phone: _____

Client Email: _____

2500 square feet with seating for 100, accommodates 120 comfortably. Accessibility, decorations, events and hours will be handled on a case by case basis.

*A signed contract and date-hold deposit of ½ the total fee is due at time of booking.

*The balance of your space rental fee is due (20) days prior to your event.

*A copy of your Special Event Liability Insurance is due no later than (10) days prior to your event, Special event liability insurance is required if alcohol will be served. Lubbock Party House has full liability insurance but does not cover alcohol consumption on premises.

Cancellation: Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded. If canceled 30 days prior to an event, as your agreement to rent Lubbock Party House may cause the loss of additional bookings or business. If circumstances beyond the control of Lubbock Party House force us to cancel your reservation Lubbock Party House will refund all sums paid.

Payments should be made to Todd Coffman. Cash, Checks, and all major credit cards are accepted.

In the event Liquor will be consumed an event insurance policy will be required. The least expensive we have found can be purchased at theeventhelper.com It is reasonably priced and will protect you in the event should it be needed. Lubbock Party House will require this coverage to be in effect on the day of the event, If no alcohol will be present this will not be required but as the cost is minimal it is highly recommend to purchase event insurance for your party, once you have secured your policy Lubbock Party house will require a copy,

If you will be decorating for the event it is welcome and all we ask is that any decorations be removed following the event,

We appreciate the opportunity to provide a venue for your events.

Rental is for 1 day unless otherwise noted and includes full use of the facility, We have a small kitchen with a refrigerator, microwave and cleaning sink. We also have a pa system for musicians or a DJ. We want your event to go off without a glitch so let us know what we can do to make your event at Lubbock Party House the best event.

Contract signature:

Agreed this _____ day of _____, 20_____

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Signature of responsible party,

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Signature of Lubbock Party House

Space for event notes etc...

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Payments can be made with a credit card via SQUARE

Credit Card

Number _____

Credit Card expiration date _____ / _____

CVV code _____

Zip Code for card _____

Payments can also be made via Venmo @Todd-Coffman-3

Or Cashapp \$TexasTodd55

Once again thank you for letting Lubbock Party House Host your event!