

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

[LBKPartyHouse@gmail.com](mailto: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 1/2 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](http://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!**