

WORKING MUSICIANS ALLIANCE: Venue Agreement Template

SECTION 1 – VENUE INFORMATION

Venue Name:

Venue Address:

Venue Representative:

Venue Phone / Email:

SECTION 2 – EVENT / ORGANIZER INFORMATION

Event Name:

Event Date(s):

Promoter / Organizer / Production Company:

Representative Name:

Representative Phone / Email:

SECTION 3 – VENUE ACCESS & OPERATIONS

Load-In Access Time:

Event Start Time:

Event End Time:

Curfew:

Load-Out Completion Time:

Areas Permitted For Use:

Restricted Areas:

Venue Access Notes:

Venue Initials: _____

Organizer Initials: _____

SECTION 4 – PRODUCTION & TECHNICAL RESPONSIBILITIES

Venue Provides:

PA System

- Lighting
- Sound Engineer
- Stage
- Power Access
- Backline
- Security
- Internet Access
- Other:

Organizer Provides:

- Touring Engineer
- Additional Production
- Backline
- Stage Equipment
- Additional Staffing
- Other:

Technical Notes:

Venue Initials: _____

Organizer Initials: _____

SECTION 5 – FINANCIAL TERMS

Venue Rental Fee:

Deposit Amount:

Deposit Due Date:

Revenue Split Terms:

Settlement Procedure:

Payment Timing:

Payment Method:

Venue Initials: _____

Organizer Initials: _____

SECTION 6 – TICKETING & ENTRY

Ticketing Responsibility:

Guest List Procedures:

Age Restrictions:

Re-Entry Policy:

Capacity Limit:

Door Staffing Responsibilities:

Venue Initials: _____

Organizer Initials: _____

SECTION 7 – MERCHANDISE & VENDING

Merchandise Sales Permitted?

Yes

No

Merchandise Percentage Retained By Venue:

Merchandise Area Provided:

Outside Vendors Permitted?

Yes

No

Vendor Notes:

Venue Initials: _____

Organizer Initials: _____

SECTION 8 – SECURITY, SAFETY & COMPLIANCE

Security Responsibility:

Emergency Procedures:

Alcohol Service Responsibility:

Insurance Requirements:

Local Permit / Compliance Notes:

Venue Initials: _____

Organizer Initials: _____

SECTION 9 – CLEANUP & DAMAGES

Cleanup Responsibilities:

Trash Removal Responsibilities:

Damage Responsibility Terms:

Additional Venue Care Notes:

Venue Initials: _____

Organizer Initials: _____

SECTION 10 – CANCELLATION TERMS

Cancellation Notice Requirements:

Deposit Refund Terms:

Force Majeure Considerations:

Additional Cancellation Notes:

Venue Initials: _____

Organizer Initials: _____

SECTION 11 – ADDITIONAL TERMS

Written Here:

Venue Initials: _____

Organizer Initials: _____

SECTION 12 – SIGNATURES

By signing below, both parties acknowledge that they have reviewed and agreed to the terms outlined within this agreement.

VENUE REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

ORGANIZER / PROMOTER / PRODUCTION REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

IMPORTANT NOTICE

This template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication and stronger professional standards throughout the live entertainment industry.

Users are encouraged to review and adapt this agreement as necessary for their particular situation and to consult qualified legal counsel for advanced legal matters or large financial obligations.