



## **LEASE AGREEMENT**

### **SILVER SPOON EVENT CENTER**

**670 West Liberty Street**

**Sumter, SC 29150**

**Phone: (803) 757-9208 Ext. 1**

**Email: [witherspoon@silverspooneventcenter.com](mailto:witherspoon@silverspooneventcenter.com)**

Today's Date: \_\_\_\_\_

Lessee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_

**Signature of Lessee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- **Security Deposit:** \$ \_\_\_\_\_ (due at time of reservation)
- **Rental Fee:** \$ \_\_\_\_\_ (due 30 days prior to event)
- **Payments:** \$ \_\_\_\_\_ **Paid On:** \_\_\_\_\_
- **Remaining Balance:** \$ \_\_\_\_\_ **Due On:** \_\_\_\_\_

Separate payments are required for the ***Security Deposit*** and for ***Facility Rental Fees***. The Security Deposit is \$250.00 and is due when the facility is reserved. The Security Deposit will be returned as long as the facility is left in the same condition as it was received. Payment for the facility and rental fees is due **30 days** prior to the scheduled event date. Payments can be made with cash, credit/debit card or by check. Checks should be made out to ***Silver Spoon Services***. **Cancellation within 30 days of event date will result in forfeiture of your security deposit.**

- Lessee must comply with the stated conditions of use for the Silver Spoon Event Center. Failure to comply with the policies and regulations regarding use of the Silver Spoon Event Center will exclude the lessee from further use of the facility.
- We are a **smoke free** facility. Smoking is only allowed in designated outside areas.