



## LEASE AGREEMENT

### SILVER SPOON EVENT CENTER

670 West Liberty Street

Sumter, SC 29150

Phone: (803) 757-9208

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: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

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

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 due when the facility is reserved. Payment for the facility rental fee is due **30 days** prior to the scheduled event date. Payments can be made with cash, credit/debit card, check, Cashapp - \$Silverspoonservices or PayPal. Checks should be made out to ***Silver Spoon Services***.

**Cancellation within 30 days of event date will result in forfeiture of your security deposit.**

- **CLEANING FEE IS DEDUCTED FROM DEPOSIT FOR ALL EVENTS; 8A-5P FEE IS \$75.00; 5P-1A FEE IS \$125.00**
- Effective July 1, 2021, the South Carolina 6% sales tax will be applied to all rentals
- A 4% processing fee will be applicable if paying by credit card
- No portion of deposit is refunded if confetti balloons are used for event
- 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.