



LEASE AGREEMENT

SILVER SPOON EVENT CENTER

670 West Liberty Street

Sumter, SC 29150

Phone: (803) 757-9208

Email: 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***.

Cancellations 30 days or more before your event will result in forfeiture of 20% of your security deposit. Cancellations 30 days or less of your event will result in complete forfeiture of your deposit and 20% of any balance paid.

- NO OUTSIDE ALCOHOL PERMITTED – ALCOHOL PACKAGES AVAILABLE
- CLEANING FEE IS DEDUCTED FROM DEPOSIT FOR ALL EVENTS; 8A-5P FEE IS \$75.00; 5P-1A FEE IS \$125.00
- NO LOITERING IN FRONT OF BUILDING
- 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

- Frying food in kitchenette is not permitted
- No weapons are permitted in the premises.
- We are a **smoke free** facility. Smoking is only allowed in designated outside areas.
- 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.