



## **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 - \$Silverspoon2018** or PayPal. Checks should be made out to ***Silver Spoon Services***.

**In the event Customer cancels the event more than 60 days prior to the event, Customer shall forfeit one-half (1/2) of security deposit. In the event customer cancels the event 60 days or less prior to the event, Customer shall forfeit entire security deposit.**

**In the event Customer cancels the event less than 60 days prior to the event, Customer shall forfeit twenty percent (20 %) of the rental fee. If contracted to decorate cost of items purchased will also be deducted.**

- NO OUTSIDE ALCOHOL PERMITTED – ALCOHOL PACKAGES AVAILABLE
- CLEANING FEE IS DEDUCTED FROM DEPOSIT FOR ALL EVENTS
- NO LOITERING IN FRONT OF BUILDING
- Installment payments accepted
- A 4% processing fee will be applicable if paying by credit card

- Security deposit is **NOT** deducted from rental fee
- Chairs, tables and kitchenette **NOT** included with venue only rentals.
- No weapons are permitted on/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.