



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 - \$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 the 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
- 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.