



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)
- Package Price: \$ _____ (due 30 days prior to event)
- Payments: \$ _____ Paid On: _____
- Payments: \$ _____ Paid 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**, Apple Pay or PayPal. Checks should be made payable to **Silver Spoon Services**.

Security deposits are non-refundable.

- **NO OUTSIDE ALCOHOL PERMITTED – ALCOHOL AVAILABLE WITHIN VENUE**
- **CLEANING FEE IS DEDUCTED FROM DEPOSIT FOR ALL EVENTS; 8A-5P FEE IS \$75.00; 5P-1A AND FULL DAY - FEE IS \$125.00**
- **NO LOITERING IN FRONT OF THE BUILDING**
- A 4% processing fee will be applicable if paying by credit card
- No weapons are permitted on/in the premises
- The venue shall not be liable for any personal injury, illness, death, or damage to personal property while on the Venue premises. Lessee of the premises agrees to voluntarily assume all risks associated with their participation in the event.

- 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 the use of the Silver Spoon Event Center will exclude the lessee from further use of the facility.