



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: _____

Signature of Lessee: _____

Date: _____

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 \$250.00 and is due when the facility is reserved. Payment for the facility and rental fees is due **30 days** prior to the scheduled event date. Payments can be made with cash, credit/debit card, check, Cashapp (\$Silerspoonservices) 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**
- 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.