

The Palmetto Room Reservation Form

FULL NAME: LAST FIRST M. I.

ADDRESS: STREET CITY STATE/ZIP

PHONE: OFFICE CELL FAX

COMPANY:

EVENT DATE: TYPE OF FUNCTION TOTAL ATTENDANCE

START TIME: END TIME: SET UP TIME NEEDED:

Room Details

- ROOM A (max 40 people seated) \$ 350.00
- ROOM B (max 100 people seated) \$ 600.00
- ROOM A & ROOM B (max 120 people seated for receptions) \$ 950.00

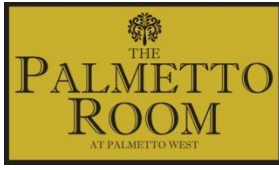
PAYMENT INFORMATION: Cash / Check

Alcohol – Vendor receipt required

TOTAL DUE: \$ _____ CC# _____ Exp Date _____

Check # _____

SIGNATURE: _____



The Palmetto Room Rental Agreement

This Rental Agreement ("Agreement") for a portion of the building located at 1803-B W. Palmetto Street, Florence, South Carolina ("Facility") is entered into this ____ day of _____ 20__, between Willsteph Properties dba The Palmetto Room at Palmetto West ("Lessor") and _____ ("Lessee").

1. **Rental Information:** Lessee represents the following:
 - a. Lessee's Company Name: _____
 - b. Contact Person for Lessee: _____
 - c. Lessee's Address: _____
 - d. Contact Person Information: Phone: _____ Fax: _____
Email Address: _____ Cell Phone: _____
 2. **Date of Rental:** Lessee shall be entitled to occupy the Rental Space on the ____ day of _____ beginning at _____ am/pm and ending at _____ am/pm
(Evening events must end by 11:00 pm and building must be cleaned, reset and vacated within 30 minutes, but no later than 12 midnight. \$200.00 late departure fee will be deducted from Deposit.)
 3. **Responsible Party:** The Contact Person (Paragraph 1b above) agrees to act as a contact person for Lessee and shall be personally responsible to ensure that all the terms and conditions of the Agreement are fulfilled by the Lessee.
 4. **Rooms & Charges:** The Rental Charge shall be *(please mark one of the following)*:
 \$ **350.00** for Room A (max 40 people seated)
 \$ **600.00** for Room B (max 100 people seated)
 \$ **950.00** for Room A & B (max 120 people seated for receptions)

This charge is non-refundable.. In addition a Damage/Cleaning Deposit is required in the sum of Five Hundred (**\$500.00**) to be paid by MC/Visa or Money Order .(Note: If paying by Money Order, for Damage/Cleaning Deposit –it will be returned to Lessee upon completion of event and inspection thereafter, if there is no damage reimbursement or cleaning required.) Credit Card information for Damage/Cleaning Deposit will not be processed unless damage occurred and/or cleaning is required.
 5. **Terms of Payment:** The Rental Charge, in full, is payable upon execution of the Rental Agreement and shall accompany a copy of the Rental Agreement signed by the Lessee.
 6. **Funds Recovery:** If Lessee's credit card declined for insufficient funds, Lessee shall be promptly notified thereof. Lessee shall present Lessor with full payment of the Rental Charge and Damage Deposit in money order or certified check within twenty-four (24) hours of notification plus a twenty-five dollar (\$25.00) fee or the Rental Agreement shall be deemed null and void. All deposits are forfeited by Lessee and Lessor shall have the immediate right to rent the area to another party.
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7. **Deposit:** In addition to the Rental Charge, Lessee shall supply a valid MC/Visa credit card for the \$500.00 Damage/Cleaning Deposit at the time the Rental Agreement is signed. Following Lessee's event Lessor shall promptly make a damage/cleaning/lease assessment and any

portion of the Deposit not reasonably required to compensate Lessor for damage/cleaning/time will be refunded not later than (30) days following the event. Lessee will be liable to Lessor for immediate payment of any damages incurred by Lessor in excess of the Deposit. In the event of damages in excess of the \$200.00, Lessor shall itemize all of the damaged in writing to Lessee who shall indemnify Lessor within (10) days of written noticed of the excess damages. If the room is not clean or table and chairs are not returned to their original location, a \$95.00 cleaning charge will be deducted from the deposit. A \$200.00 charge will be deducted from Deposit if Lessee fails to abide by lease departure time. If Lessee has provided valid credit card as Deposit, Lessee authorizes Lessor to charge any and all documented damages/charges to Lessee's credit card on file.

8. **Insurance:** ***Lessee shall provide to Lessor not less than (10) business prior to Lessee's event a Certificate of proof of General Commercial Liability in an amount of not less than One Million and 00/100 Dollars (\$1,000,000.00) naming Lessor as an additional insured. If Lessee fails to timely provide the proof of insurance then Lessor shall cancel the event.***

9. **Space, Equipment and Services:** Tables and chairs (without any table covers, tableware, and decorations) are included in the Rental Space. Lessor may provide audio-visual and other special equipment at the option of the Lessor, subject to separate charges to be paid at the time the arrangements are made. Arrangements for such equipment must be made between the Facility Coordinator and Contact Person. A credit card imprint is required for all equipment rentals. Lessee is fully responsible to maintain and return any such leased special equipment in the same condition it was provided.

10. **No Smoking:** Lessor's Facility is a Smoke-Free zone. Smoking is not permitted in any area of the Facility including restrooms. If smoking occurs in the Facility during the event, it may be deemed to be damage to the Facility and the Lessor may utilize the Deposit to cleanse the smoke odor from the Facility.

11. **Alcohol Beverages:** If alcoholic beverages are to be served, only approved third party vendors are permitted. *Proof of contract with vendor and that they are supplying a Bartender is required and needs to be attached to this contract no later than 1 week prior to event.*

12. **Food & Caterers:** Food shall be provided by Venus Restaurant and Catering. All china, silverware, glassware, linens, and other rentals shall be provided by Venus Restaurant and Catering or any other third party vendor. Any such items belonging to the Palmetto Room (besides tables and chairs), shall not be used, unless rented.

13. **Care of the Facility:** The facility will be provided to Lessee in good and clean condition. Lessee shall be responsible to leave the Facility, including the restrooms, in the same

condition at the conclusion of the event, chairs and tables are to be returned to their original location. If any of the toilets or related plumbing become stopped up and/or overflow during the event, or as a direct consequence of the event, Lessee shall be responsible for the cost of rectifying such condition. Nothing shall be affixed to the walls in any manner utilizing tacks, nails or adhesive tape nor shall any materials be suspended from the ceilings. No throwing of confetti, rice, flower petals or birdseed is allowed inside or outside the Facility. Lessee is liable for any damage, loss, or liability caused by lessee, its agents or attendees or any unauthorized persons accessing the event.

14. **Indemnity and Hold Harmless:** Lessee agrees to indemnify and hold harmless Lessor, its officers, directors, employees and agents against any claims, demands, actions, or caused of action or whatsoever kind or nature arising or resulting directly or indirectly from the lease, use or occupancy or the Facility. Lessor is not liable or responsible for any equipment, personal goods, or other materials left in the facility overnight, during any breaks or meals or in exhibit or display areas.
15. **Binding Contract:** The Parties Acknowledge that this is a binding contract. The person signing this Agreement for the Lessee represents that (s)he has the authority and is authorized to sign this Agreement.

AGREED AND ACCEPTED as of the date first written above:

LESSOR:

LESSEE/CONTACT PERSON:

(Signature)

(Signature)

(Print name and title)

(Print name and title)