





## 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. **Cell Phone:** \_\_\_\_\_
  - e. **Email Address:** \_\_\_\_\_
  
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. A \$200.00 late departure fee will be charged to the Lessee.)*
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):*  
 \$ **675.00** for Main Room (max 75 people)  
 \$ **1,050.00** for Main Room w/ Overflow (max 100 people)
5. **Deposit:** A 50% non-refundable deposit is due at the time the Rental Agreement is signed.
6. **Balance of Payment:** The remaining Rental Charge balance is due one week prior to the event date.
7. **Food & Caterers:** Food shall be provided by **Venus Restaurant & Catering**. All china, silverware, glassware, linens, and other rentals shall be provided by **Venus Restaurant & 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.
8. **Alcohol Beverages:** If alcoholic beverages are to be served, they must be purchased through **Micky Finn's** and one of their **Bartenders** must be hired to serve the alcohol for the event.  
*Proof of contract with Micky Finn's 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.*

9. **Space, Equipment and Services:** Tables and chairs (without any table covers, tableware, and decorations) are included in the Rental Space. *Table linens are available at an additional cost. This charge will be collected with the final balance of payment, due one week prior to the event date.*
  
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 Lessee will be charged at \$200.00 Damage Charge to cleanse the smoke odor from the Facility.
  
11. **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.
  
12. **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.
  
13. **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: \_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Print Name & Title)

LESSEE: \_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Print Name & Title)