

DOKO MANOR CONTRACT AND LEASE AGREEMENT

100 Alvina Hagood Circle in Doko Meadows Park

Park address: 171 Langford Road, Blythewood, SC 29016

Phone: (803) 724-6305 Email: suttonj@townofblythewoodsc.gov www.dokomanor.com

This lease agreement may be subject to change without notice. Lessees shall be informed about any

Today's Date: _____ Agreement Taken By: _____

Lessee: _____ (must be present for the duration of the event)

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Email: _____

Type/Description of Event: _____

Event Date(s): _____ Time In: _____ Time Out: _____

Number of People Expected: _____ Ticketed Event? Yes _____ No _____

Time of Wedding Ceremony or Guest Arrival Time: _____

Signature of Lessee: _____ Date: _____

The Manor is available from 7:00am to 12:00 midnight. Rental is for **half-day** (6 hours) or **full-day** (12 hours). Saturday rental is for a minimum of 12 hours. Extra hours are available for Purchase. **The Manor must be totally vacated (including vendors) by 12 midnight. NO EXCEPTIONS.** The Manor is a smoke free facility.

- Lessee AND All Attendees, must comply with the stated regulations for use of Doko Manor. Failure to comply will subject Lessee to loss of Security Deposit, as we as Responsibility for any Costs incurred for Damages.
- Payments can be made using Cash, Credit/Debit Card or Check.
- **Cancellation of event will result in forfeiture of Security Deposit.**

- **Security Deposit/Booking Fee:** \$ _____ (due at time of Booking to Secure Date)
- **Rental Fee:** \$ _____ (Due in Full 120-days prior to Event Date)
- **Total Amount Due:** \$ _____ Schedule ID # _____
- **Initial Payments:** \$ _____ Paid on: _____
- **Remaining Balance** \$ _____ Due 120 Days Prior to Event

DUE 120 DAYS PRIOR TO EVENT: PROOF OF LIABILITY INSURANCE NAMING TOWN OF BLYTHEWOOD ALSO INSURED OF TENANT LIABILITY INSURANCE POLICY OBTAINED AT WWW.GATHERGUARD.COM

Post event facility inspections will be made after each event to determine if there is any damage to the Manor facility caused by the tenant's occupancy. If there is no facility damage the Security Deposit will be requisitioned and should be available for refund to lessee 7 to 14 days after the event.