

Contract/Reservation #

Prepared:

**THE FORUM CIVIC CENTER COMPLEX
LEASE AGREEMENT
(SHORT FORM)**

FLOYD COUNTY, State of Georgia

THIS AGREEMENT, by and between the Floyd County Commission, acting by and through it's agent, the Forum Civic Center Complex, herein called Lessor, and **Business Name (contact name and number)** herein called Lessee, whose address is **address**.

WITNESSETH:

- A. **GRANT OF LEASE:** Lessor hereby grants to lessee, and lessee hereby accepts, a lease, and lessee hereby covenants and agrees:
 - (1) To comply with all rules and regulations prescribed by lessor and standard terms and conditions as adopted by The Forum Civic Center Complex. Such terms and conditions apply to all users of The Forum Civic Center Complex and are available in the administrative offices.
 - (2) That it will not conduct the sale of food or beverages, or give away same upon the premises except upon written consent of Licensor.
 - (3) In the event the Forum or any property therein is damaged by lessee, its agents, employees, patrons, guests or any person admitted to The Forum by Lessee, Lessee shall pay to Lessor upon demand such sum as shall be necessary to restore the Forum or equipment to their original condition together with Lessor's costs of collections to include reasonable attorney's fees.
 - (4) Lessee hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless the Lessor of and from any and all claims of any nature, including damage or loss of property, injury to persons (including death), or any other loss, demand, liability or expense cause by or in connection with this Lease Agreement.

B. **LEASE PERIOD: Day—Date--Time**

C. FACILITIES LEASE:	<u>AREA</u>	<u>USE</u>	<u>COST</u>
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- D. Lessee agrees to pay to Lessor any costs incurred for additional staffing hours or use of additional equipment or electrical service not specified in Lease Agreement.
- E. **DEPOSIT AND BALANCE:** Lessee agrees to pay 50% or **\$000.00** of fees set forth in paragraph C, hereinafter called "advance fee," upon execution of this agreement. The balance of **\$ Expenses** shall become due and payable **date**. Events booked within 14 days require a nonrefundable payment equal to the total rental fees with the signed Lease Agreement. Advance fees and all amounts paid as partial payments by Lessee are non-refundable.
- F. This agreement shall be returned by Lessee to the **MANAGER OF THE FORUM CIVIC CENTER COMPLEX**, with prescribed advance fee, within **15** days of the prepared date as stated in above margin, otherwise it shall be considered null and void.
- G. **CATERING.** The Forum Civic Center management must approve all caterers. All caterers will be required to enter into a Catering Agreement contract with The Forum Civic Center, and under the Agreement, pay The Forum Civic Center fifteen percent (15%) of the gross receipts. The Client has the right to use an outside caterer. If an outside caterer is used a per-head fee up to \$1.50 per head will be assessed. If food/beverage is brought in by the client a Food Service Fee will be assessed.

**Floyd County Commission by and through
Its' Agent The Forum Civic Center Complex**

By: _____
Signature **Date**

By: _____
Signature **Date**

Print Name

Title

Payment Type: MasterCard: ___ Visa: ___ Discover Card: ___

PO: _____ Invoice: _____

Name on Card _____

Card Number: _____

Expiration Date: _____

Amount to be placed on Card \$ _____