

DOKO MANOR CONTRACT

100 Alvina Hagood Circle in Doko Meadows Park

Park address: 171 Langford Road, Blythewood, SC 29016

Phone (803) 724-6305 Fax (803) 754-0563 or: www.dokomanor.com

Lease Agreement ... Effective August 1, 2019

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

Today's Date: _____ Agreement Taken By: _____

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

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Email: _____

Type and Name of Event: _____

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

Number of People Expected, _____ (this number must be recorded on the Tenant Liability Insurance policy)

Signature of Lessee: _____ Date: _____

Time of Ceremony: _____ Notes: _____

- **The Manor is available from 7:00am to 12:00 midnight daily.** 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 leasing. **The Manor must be totally vacated (including vendors) by 12 midnight.** The Manor is a smoke free facility.
- Lessee must comply with the stated regulations relating to use of Doko Manor. Failure to comply with the policies and regulations regarding use of The Manor will exclude the lessee from further use of the facility.

- **Security Deposit:** \$ _____ (due at time of scheduling)
- **Rental Fee:** \$ _____ (due 120-days prior to event date)
- **Total Amount Due:** \$ _____ **Schedule ID #** _____
- **Payments:** \$ _____ **Paid on:** _____
- **Remaining Balance** \$ _____ **Due On** _____
- **Required Tenant Liability Insurance:** (due 120-days prior to event date)

Separate payments are required for the **Security Deposit** and for **Facility and Equipment Rental Fees.** The Security Deposit payment is due when the facility is booked. Payment for facility and equipment rental fees is due **120 days** prior to the scheduled event date. Payments can be made with cash, credit/debit card or by check. Checks should be made out to the **Town of Blythewood.** **Cancellation of event will result in forfeiture of security deposit.**

