

## Clifton Hall Lease Agreement (Single Use)

|  |                  |                  |                                   |
|--|------------------|------------------|-----------------------------------|
| <b>Client Information:</b>                       |                  | Contract No.     | Contract Date                     |
| Client (Last) _____ (First) _____ (Middle) _____ |                  |                  |                                   |
| Address _____                                    |                  | City _____       | State _____ Zip _____             |
| Home Phone _____                                 | Work Phone _____ | Fax Number _____ | Home Email _____ Work Email _____ |

**Event Information:**

|                         |                |                  |         |                |         |                |
|-------------------------|----------------|------------------|---------|----------------|---------|----------------|
| Event Description _____ |                |                  |         |                |         |                |
| Start Date _____        |                | Start Time _____ |         | End Date _____ |         | End Time _____ |
| Meeting Room A          | Meeting Room B | Meeting Room C   | Kitchen | Hourly         | 1/2 Day | Full Day       |

**Notes:**

This lease is entered into on the "Contract Date" between "Client" (See Client Information) (hereinafter "Licensee") and Clifton Hall, Inc.

Clifton Hall, Inc. leases the described Clifton Hall space to Licensee commencing at the "Start Date" and "Start Time" and ending on the "End Date" and "End Time." (see event information section of this agreement) Licensee shall use the premises for no other purpose or business than that for which the space is initially let (described in event information section) and nothing of an illegal nature shall be permitted on the premises.

Licensee shall pay a lease fee in the amount of \$ \_\_\_\_\_, to be paid by cash, check or money order two weeks before commencement of use.

In addition, Licensee shall pay a security deposit of \$ \_\_\_\_\_ to be paid by cash, check or money order due upon signing this agreement, which may be applied to any and all damages, clean-up fees, etc., in the event such application becomes necessary. Any unused portion of the security deposit shall be returned to Licensee promptly.

**By signing this Agreement, Licensee understands and agrees to comply with pages 1 and 2 of this agreement and acknowledges receipt of the "Clifton Hall Rules" and understands and agrees to comply with all the provisions therein.**

|   |      |                                   |      |
|---|------|-----------------------------------|------|
| Responsible Client Signature<br>(Must be more than 18 years of age) | Date | Clifton Hall, Inc. Representative | Date |
|---|------|-----------------------------------|------|