**Rental Policy and Regulations**

Winston Partnership

70 West Park Street • Louisville, MS 39339

*Please read all of the following information carefully*. This policy and these regulations are part of your rental agreement.

The Lessee shall abide by all instructions of the Winston Partnership (“Partnership”), including the following:

1. Lessee shall inspect the premises upon arrival, including appliances, fixtures, and any/all other furnishings. If repairs are required, Lessee will immediately notify a Partnership representative for such repairs. Reports of any defective or dangerous conditions should be directed to a Partnership representative at the time of initial inspection. If no reports are received during this initial inspection, any/all findings by the Partnership upon termination of the lease term will fall under Lessee’s sole financial responsibility.
2. Lessee shall keep the premises, including appliances, fixtures, and any/all other furnishings in good, sanitary condition throughout the term of the lease.
3. Lessee shall return all tables and chairs to the position in which they were found at the time of his or her initial inspection.
4. Lessee shall remove all garbage upon exiting the premises. Garbage should be disposed of using the large green bins located outside the premises. These bins will be located near the entrance of the premises and should be the only trash bins used for trash disposal. Empty trash bags should be available in all trash bins at the beginning of your lease term. Additional trash bags and sanitary gloves are kept in the kitchen drawers should you need them.
5. Lessee is responsible for the care of the premises and is financially responsible for any breakage or damage that occurs within the lease term.
6. Maximum occupancy of the premises is seventy-five (75) persons. Lessee and his or her guests may not exceed this limit at any time during the lease term.
7. There should be no taping, tacking, nailing, etc. of any décor or other materials to the exterior and/or interior walls and/or windows of the premises during the lease term.
8. Lessee *could be subject to an additional penalty charge of no less than $250* if found to be disposing of food and/or other solid materials via the kitchen or bathroom sinks during the lease term.
9. No alcohol is allowed on the premises at any time.
10. No smoking is allowed inside the premises at any time.
11. No excessive noise or disruptive behavior is allowed on the premises at any time.
12. The key to the premises should be returned to the Partnership Office on the first business day following the event before 12:00 p.m. unless otherwise instructed by a Partnership representative.
13. The lease term is valid from 12:00 a.m. until 11:59 p.m. on the date specified in the Rental Agreement. Any and all decorations, belongings, materials, etc. will not be not allowed on the premises outside of this time frame unless otherwise instructed by a Partnership representative.
14. Lessee is personally liable and responsible for any and all persons associated with the event. This includes decorators, volunteers, guests, etc. All persons must abide by the rules and regulations set forth in this policy and agreement.

***Failure to completely abide by any and all of the above stated rules and regulations renders the deposit paid by the Lessee as* NONREFUNDABLE*. An additional penalty charge and revoked rental privileges of the rental space for any and all future events could also occur. The amount(s) of the penalty charge(s) will be subject to the type of violation(s) and will be determined by the Partnership.***

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**Lessee’s Signature** **Date**

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**Partnership Representative Signature** **Date**

**Rental Agreement**

Winston Partnership

70 West Park Street • Louisville, MS 39339

**Event/Purpose**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Approx. No. of Guests**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit ($40) Paid** (Y or N): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Deposit Was Received**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rent ($60) Paid** (Y or N): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Rent Was Received**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Lessee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agrees to rent the upstairs event space at the Winston Partnership (“Partnership”) building for the above purpose, at the time and fees indicated. The Lessee agrees to pay the security deposit upon signature below and acknowledges that this rental agreement is not effective until both security deposit and rent are received by the Partnership.

**RENT**: Lessee agrees to pay rent in the amount of sixty dollars ($60.00) per day. Rent must be paid **in cash only** and can be paid at any time after reserving the rental space up to the date of the event. If the event falls on a weekend or a holiday, rent can be paid up to the last business day before the event. *A key to the event space should be picked up from the Partnership Office no earlier than 12:00 pm on the last business day before the event unless otherwise instructed by a Partnership representative*.

**SECURITY DEPOSIT**: In addition to the rental fee, Lessee agrees to pay a security deposit in the amount of forty dollars ($40.00). This deposit must be paid **in cash only** and must be paid at the time of reserving the rental space. If no damages are incurred on the premises and no other rules or regulations are broken during the lease term, the deposit will be refunded to Lessee upon return of the key. *The key should be returned on the next business day after the event before 12:00 p.m. unless otherwise instructed by a Partnership representative*. **In the event that Lessee fails to acquire the key before the event or fails to cancel the reservation within thirty (30) days of the scheduled date of the event**, the security deposit is **non-refundable**.

**Lessee’s Name** (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lessee’s Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lessee’s Primary Contact Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge responsibility and absolve the Partnership of all liability and responsibility relating to the subjects of this rental policy and agreement.

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**Lessee’s Signature** **Date**

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**Partnership Representative Signature** **Date**