

**Smith Investments dba Commodore Villages**

4465 Babe Howard
 Millington, TN 38053
 (901) 872-7113 Office
 (901) 872-8211 Fax
 villages@smithinvest.com

This is an agreement between Lessor Smith Investments
 4465 Babe Howard
 Mailing Address: P.O. Box 284
 Millington, TN 38083-0284

Name	First	Middle	Last
Address	[Prospect.Address.FullAddress()]		Phone #
	Home	Cell	Work
Event	[Prospect.MoveInDate()]		Time End
Type of Event		Number Expected to Attend	#
Catering Company			
Caterer:	Address		Phone #

Deposit	[\$[Prospect.Unit.SecurityDepositCharged()]]	Banquet Room Rental Fee	[\$[OpenChargesAmount("rc")]]
Deposit is nonrefundable. Rental Fee is refundable 1 month prior to event date.		Additional Fees/cost	\$
		Total Amount Due	\$

Lessee is responsible for the actions of his/her guests and agrees to hold harmless Smith Investments, its owner, agents, and employees from any injuries to Lessee or his/her guests that may occur on or about the property during event setup, event, and/or breakdown of event. Lessee is responsible for facility clean-up to condition prior to facility use, including the exterior of the facility. Lessee is responsible for property or facility damage or extra clean up required beyond the initial deposited amount will be charged accordingly. The banquet room fee is due 1 week prior to event date. If the office is closed the day of your party be sure to schedule a time to get the keys to the Banquet room. If the key is not picked up, there is a \$25 fee.

Lessee _____

Lessor/Leasing Agent _____

Lessee _____

Date ____ / ____ / 20____

Banquet Room Rules & Regulations

- 1 The Banquet Room is a Non Smoking facility. All smoking must be done outside.
- 2 All of the Banquet Rooms furnishings must remain inside the facility at all times and returned to original placement.
- 3 Violent criminal and/or drug related activity is not tolerated and will be grounds for immediate Agreement termination and removal of Lessee from property.
- 4 No parking on the grass is allowed without special written permission.
- 5 Please use extreme caution when using candles, matches, lighters etc. Never leave candles, incense etc. unattended while burning and please make sure all incendiary devices are extinguished before disposal. Smoke machines are not allowed.
- 6 No pets of any nature are allowed into the banquet room (Service animals excluded).
- 7 You may not hang balloons, posters, pictures, etc. from walls or ceiling without prior written permission. The use of glitter is not permitted.
- 8 Please be considerate of the community. Loud noise, foul language, etc. type complaints may result in immediate termination of agreement and removal of Lessee from premises.
- 9 The Lessee (contract signer) must be present at all times during set up, event, and cleanup. You are responsible for cleaning the banquet room and parking lot area.
- 10 We provide microwaves in the food prep area; food warmers and crock pots are allowed, but frying, grilling, and/or baking is not allowed inside the Banquet Room. We will allow a grill/smoker outside for barbecue type events 10ft from the building, with prior written permission.
- 11 The pool area is restricted unless a special use permit is granted in writing by the office. Swimming attire is not allowed in the banquet room at any time.
- 12 Please be aware of your surroundings at all times and report any suspicious activity or trespassers to the Millington Police Department.
- 13 The Lessee is responsible for securing the building after the event. Return the keys in the leasing mail slot located outside the front door.

Lockout service 873-6758
Emergency maintenance 873-6760
Police Department 911 or 872-3333
Fire Department 911 or 872-7851

Lessee _____

Lessee _____

Lessor/Leasing Agent _____

Date / / 20