

**SYMPHONY VILLAGE CLUBHOUSE**  
*Lease Agreement*

**CONFERENCE ROOM**

\_\_\_\_\_, the Lessee, shall be reserving The Symphony Village Conference Room/Computer Room for the purpose of:

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The Lessee must be a Symphony Village owner in good standing and must be present and assume responsibility for the Leased Area. Lessee must meet the requirements as noted. The Symphony Village at Centreville HOA, Inc., Lessor, in its sole discretion, reserves the right to refuse to enter into a Lease Agreement with any prospective Lessee even if Lessee meets the above noted requirements. The Conference Room may be leased for four (4) hours in any day during the period 8:00 AM—6:00 PM for non Symphony Village HOA requirements and/or meetings.

1. **Lease Term:** The term of this Agreement shall commence on \_\_\_\_\_ at \_\_\_\_\_ o'clock and shall terminate on \_\_\_\_\_ at \_\_\_\_\_ o'clock. This designated time includes time necessary to setup and tear down, which will be accomplished by the Lessee.
2. **Lease Fee:** The fee for this Lease shall be \$25 per hour or fraction thereof (Non-refundable). The fee includes set up and general clean up. Upon executing this Lease Agreement, Lessee agrees to remit to Lessor the full Lease Fee by check 15 business days prior to the event.
3. **Deposit Fee:** In addition to the Lease Fee, upon executing this Lease Agreement, Lessee shall remit to Lessor, a security deposit check for \$50.00. Lessor and Lessee shall inspect the Leased Area before and after use. Any damage to the Leased Area, including any additional clean-up fees shall be deducted from the Deposit Fee. The remainder of the Deposit Fee, if any, shall be returned to Lessee within (10) days of completion of the Lease Term. If the Deposit Fee is insufficient to correct the damage, Lessor shall submit an invoice to Lessee for the difference and Lessee agrees to remit the invoice amount within ten (10) days of receipt of the invoice. The Lessee shall pay any court costs and reasonable attorney's fees incurred by Lessor in collecting this amount
4. **Rules and Regulations:** Lessee agrees to abide by The Symphony Village Clubhouse and Recreational Facilities Rules & Policies and any additional rules and regulations adopted by its Board of Directors.

5. **Alterations:** Lessee shall make no alterations or modifications, structural or non-structural, to the Leased Area. Notwithstanding the foregoing, Lessee may decorate the Leased Area, provided Lessee complies with The Symphony Village Lease Rules and Regulations continued herein. Lessee shall be solely responsible and liable for satisfying the requirements of all laws, rules and regulations of governmental authorities with respect to the use of the Leased Area by the Lessee, its employees, agents, customers and guests. Lessee shall not occupy or use the Leased Area nor permit the same to be used for any purpose not designated and described herein.
6. **Indemnification:** Lessee shall indemnify and save harmless Lessor, and its employees, agents, subcontractors, directors, officers, or assigns from and against any claim, cost, action, damage, liability and expense (including but not limited to attorney's fees) in connection with the loss of life, personal injury and/or damage to personal property and/or contractual claim arising from or out of the use of the Leased Area by Lessee, its employees, agents, customers and guests and/or any breach of the terms of this Lease Agreement. The terms and provisions of this Section shall survive the expiration or termination of this Lease Agreement.
7. **Default:** The parties agree that in the event of default of any of the obligations set forth herein, Lessor shall have the right to immediately terminate this Lease Agreement whereupon Lessee shall immediately cease use of the Leased Area, but such termination shall not release the Lessee from the payment of all damages sustained by the Lessor. Lessor shall have the right to pursue any remedies to which it might be entitled on account of a breach of any condition of this Lease Agreement. Lessee shall pay all costs, expenses, court costs and damages, including reasonable attorney's fees, incurred by Lessor in connection with any default by Lessee or any action or proceeding between Lessor and Lessee arising out of or by reason of this Lease Agreement, or to enforce the provisions hereof.
8. **Entire Agreement:** This Lease Agreement contains the entire agreement between the parties, and any amendment to the terms hereof shall be in writing, signed by the parties hereto.

**Lessor**

**Lessee**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print**

\_\_\_\_\_  
**Print**

**SYMPHONY VILLAGE  
At CENTREVILLE HOA, INC.  
100 Symphony Way**

\_\_\_\_\_  
**Home Address**

**Centreville, MD 21617**

\_\_\_\_\_  
**Home Phone**

**Phone: 410-758-8500**

\_\_\_\_\_  
**Work Phone**

**Fax: 410-758-8509**

\_\_\_\_\_  
**E-mail Address**

**Emergency Contact During Event:**

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**RECEIPT OF FEES:**

**DEPOSIT:** Received on \_\_\_\_\_ Check# \_\_\_\_\_ Amount \_\_\_\_\_

**RENTAL:** Received on \_\_\_\_\_ Check# \_\_\_\_\_ Amount \_\_\_\_\_