

**PALM SPRINGS INTERNATIONAL AIRPORT (PSP)  
PSP SPECIAL EVENTS DESK LEASE AGREEMENT**

This PSP Special Events Desk Lease Agreement (herein "Agreement") is made and entered into as of the Effective Date by and between the City of Palm Springs, a municipal corporation,

(herein "City") and \_\_\_\_\_ (herein "Lessee").

The parties agree as follows:

**SECTION 1. DEFINITIONS**

- A. Effective Date shall mean the date printed in Section 3 of this Agreement.
- B. Demised Premises shall consist of counter and work area in the north end of PSP Airport Baggage Claim.
- C. Rental Fee shall be an amount as stipulated by the current City of Palm Springs Comprehensive Fee Schedule and as specified in Section 3 of this Agreement. The Rental Fee shall include:
  - a. Use of the PSP Special Events Desk;
  - b. Display of one banner (provided by the Lessee) on the back wall of the PSP Special Events Desk
- D. Deposit for PSP Special Events Desk Rental shall be a minimum of 25 percent of the total Rental Fee, which can be applied to the total cost of the rental. Should a need arise to **cancel** the rental, the **Lessee** must provide at least a **14-day** cancellation notice for the deposit to be refunded. The Deposit will be forfeited if less than 14-days cancellation notice is provided.
- E. Payment in full must be received at least 24-hours before the Effective Date.

**SECTION 2. USE.**

City hereby leases to Lessee and Lessee hereby agrees to rent the Demised Premises as defined herein from the City. The Demised Premises may only be used for the purpose of conducting thereon Meeter / Greeter Functions. Lessee shall agree to abide by the following stipulations:

- A. Reservations for the PSP Special Events Desk are on a First-Come First-Served basis. Reservations may be made by visiting the Airport Vehicle Inspection Plaza during customer hours. For more information, please call 760.318.3830.
- B. No more than **two** people are allowed behind the PSP Special Events Desk at any one time.
- C. No food or beverages are allowed to be dispensed to your clients from the PSP Special Events Desk. Please contact Anton AirFoods at 760.322.3223 to coordinate requests for refreshments inside the Airport Terminal.
- D. The desk shall remain clean at all times.
- E. **Banner:** The banner displayed at the PSP Special Events Desk is to be no larger than six feet long by two feet wide. The banner must be brought to Airport Administration at least two business days prior to the display date to allow time for the Airport to hang the banner. The banner must be picked up within two business days after the event.
- F. Table Top displays are permissible (maximum size 200 square inches). No extra posters, signs, etc. shall be displayed in the Demised Premises, unless **pre-approved** by the Airport in writing.
- G. Parking Validation will be provided for up to two people staffing the desk.

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SECTION 3. FUNDAMENTAL LEASE INFORMATION

LESSEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EFFECTIVE DATE OF RENTAL: \_\_\_\_\_

LAST DATE OF RENTAL: \_\_\_\_\_

TOTAL RENTAL DAYS: \_\_\_\_\_ RENTAL RATE: \_\_\_\_\_

TOTAL RENTAL AMOUNT: \_\_\_\_\_

25% DEPOSIT OF TOTAL: \_\_\_\_\_

DEPOSIT PAID: (MUST BE PAID IN ORDER TO RESERVE DATES IN ADVANCE)

DATE: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_

BALANCE DUE PAID: (MUST BE PAID AT LEAST 24 HOURS IN ADVANCE OF EFFECTIVE DATE)

DATE: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_

As an authorized representative of the above Lessee, I understand and agree to ensure that all persons working in connection with this rental shall abide by the PSP Rules and Regulations governing the use of the PSP Special Events Desk and the associated parking spaces; and

IN WITNESS WHEREOF, the parties have executed the Agreement on this date:

COMPANY OR GROUP (LESSEE) By: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF PALM SPRINGS By: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_