

## LEASE AGREEMENT

The Hancock County Visitors Bureau ("Landlord") and the Hancock County Tourism Commission ("Lessee") enter into this Lease Agreement ("Lease") pertaining to the real premises located at 119 W. North Street, Greenfield, Indiana 46140. By their respective signatures below the Landlord and Lessee agree to the following terms:

1. Term: Commencing January 1, 2018, the term of the lease shall be for one year, and shall automatically renew for additional periods of one year unless notice to terminate is provided pursuant to this Lease. In the event that either party decides to terminate this Lease, the terminating party must provide written notice of termination to the other party at least two (2) months prior to expiration of the lease term.
  
2. Leased Premises. The premises that are subject to this lease includes the following portions of the building located at 119 W. North Street, Greenfield, Indiana:
  - a. Front reception area;
  - b. Front office;
  - c. Larger storage room with shelves located adjacent to front office;
  - d. Conference room; and
  - e. Restrooms
  
3. Rent: Rent shall be Two Thousand Dollars (\$2,000) per month, due and payable on the first day of each month. In the event that the rent is not paid within the first ten (10) days of the month then a Twenty-Five Dollar (\$ 25) late fee shall accrue. That penalty is waived for the month of January, 2018.

4. Landlord's Responsibilities: The Landlord shall provide a safe and clean building including: provision of utilities including electricity, water and gas, telephone and internet access; an exterior receptacle for trash pickup; and cleaning of the building including rest rooms and windows.

The Landlord shall provide snow removal and maintain a clean exterior, including grass and leave removal. One parking space is provided behind the building.

The Landlord has provided furnishings for the premises including, but not limited to, decorative decor, three chairs, a couch, two tables, an entry counter with chair, a display shelf case with television, shelves and a conference room with table and chairs with a shelf, and a folding table. Each restroom includes chairs and a changing table in the women's room. The Director's office, in a separate locked area, includes a desk, three book cases, and two visitor chairs. A microwave, small refrigerator and telephone system are included.

The Landlord shall be responsible for repairing incidental damage to the building, including normal wear and tear.

5. Lessee's Responsibilities: The Lessee shall maintain a safe environment on the premises and shall be responsible for any damages caused by its usage of the building other than normal wear and tear. The Lessee agrees not to store hazardous materials on the premises. The Lessee is responsible for providing any computer equipment it uses as well as any beverage service provided for the public or its own use.

6. Insurance and Liability: The Landlord shall be responsible for providing insurance for premises liability and for damage to its contents that are owned by the Landlord. The Lessee shall maintain renter's insurance covering its own contents and shall be responsible for any injuries resulting from its own malfeasance, negligence, or criminal acts.

7. Information Board Resource Center: The Landlord has installed an information board resource center on the North Street exterior side of the building. The Lessee shall maintain the information on the information board and the Landlord shall be entitled to post information there if it so desires.

8. Notice: Notice to the Landlord shall be mailed or delivered to 122 W. Main Street. Notice to the Lessee shall be mailed or delivered to 119 W. North Street.

Landlord

Lessee

HANCOCK COUNTY VISITORS BUREAU

HANCOCK COUNTY TOURISM COMMISSION

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_