Knights of Columbus 624
2055 S. Bird Rd.
Springfield, Ohio 45505
Phone 323-9663

"GRAND KNIGHT ROOM RENTAL AGREEMENT"

The undersigned agrees to rent from the Knights of Columbus # 624 their Grand Knight Room, together with the use of the tables and chairs therein and agrees to pay therefore the sum of One Hundred and seventy-five Dollars ($175.00).

Note: Grand Knight Room Rental. It is the renter's responsibility to clean off tables and put trash in containers when function concludes. Failure to do so will result in a clean-up charge of Twenty-five dollars ($25.00) to be deducted from your security deposit.

Note: NO SMOKING IS PERMITTED ANYWHERE IN THE HALL. If the renter allows their guests to smoke in violation of the Ohio revised code, the renter will receive a fine of five hundred dollar ($ 500.00).

1. The date of the rental is _____ and is for a period for 4 hours to begin at 9:00 a.m. on the day of the event and shall be concluded four (4) hours after the scheduled starting time, or 6:00 p.m. ***Note:** An additional charge of $ 50.00 per hour or any portion of the additional hour(s) will be added to the renter's statement past the allotted 4-hour rental agreement.
2. The purpose of the rental shall be for a _____.
3. No more than fifty (50) people shall use the facility pursuant to the rental.
4. A security deposit of One Hundred Dollars ($100.00) is required to secure the date. This fee will be refunded within twenty-one days after the event if the K of C determines there is no damage to the room. The room rental fee of $ 175.00 must be paid 30 days prior to the rental date. If the undersigned cancels the contract less than 60 days prior to the contract date, the Knights of Columbus shall retain the One Hundred-Dollar ($100.00) security deposit as liquidated damages.
5. Rental of this room **DOES NOT INCLUDE THE USE OF THE KITCHEN AREA**.
6. The Knights of Columbus reserves the right to determine if the presence of a deputy sheriff shall be required, the hours of attendance and such determination is final and conclusive. Any fee in this regard is to be paid by the renter.
7. Decorations shall be limited to table decorations only. No tacks or staples or tape shall be permitted on the walls or in wooden or plastic tables.
8. The undersigned, acting on behalf of the organization or group using the hall shall indemnify and hold harmless the Knights of Columbus Council # 624 and the Springfield Knights of Columbus Home Company from any property damage and / or personal injury sustained by any member or guest of the said organization or group arising out of the use of the hall by said organization or group.
9. The tenant agrees to pay for any damage caused or resulting from the activities of the group in connection with the rental of the hall.
10. The price of the hall rental and banquets may change on 30 days notice.
11. The undersigned agrees to pay all catering charges in full at the conclusion of the function. In the event I default in payment, I agree to pay reasonable attorney's fees and court cost in addition to any late charge if applicable.

Name: _____. By _____.
Print

Address: _____, **Phone:** _____.

This application for the rental of the Knights of Columbus # 624 Grand Knight Room is accepted and the receipt of the $ 100.00 security deposit is acknowledged.

Please sign both copies of the contract and return one copy along with your check in the amount of $ 100.00 in the enclosed envelope by _____ 20____.

Thank You. By_____.