



Knights of Columbus 624 - 2055 S. Bird Rd., - Springfield, Ohio 45505 - 937.323.9663

“HALL RENTAL AGREEMENT”

The undersigned agrees to rent from the Knights of Columbus #624 their meeting hall, together with the use of the tables and chairs therein and agrees to pay therefore the sum of \$_____ for a straight hall rental.

Note: When the Knights of Columbus caters the event, there is no charge for the hall. When the Knights of Columbus provides the catering, a 10% gratuity will be added to the meal cost only, and the clean up fee of \$100.00 will also apply. A minimum of 50 Adult reservations is required to cater an event. *Hall set up will be provided.*

Note: HALL RENTAL ONLY: It is the renter’s responsibility to set up the table and chairs.

Note: NO SMOKING IS PERMITTED ANYWHERE IN THE FACILITY. If the renter allows their guests to smoke in violation of the Ohio Revised Code, the renter will receive a fine of Five Hundred Dollars (\$500.00).

- 1. The date of the rental shall be _____, beginning at 8:00A.M., on the day of the event and shall conclude six (6) hours after the scheduled starting time, or 12 midnight. **Note:** An additional charge of \$125.00 per hour or any portion of the additional hour(s) will be added to the renter’s statement past the allotted 6-hour rental agreement or 12 midnight.
- 2. The purpose of the rental shall be for a _____.
- 3. No more than Two Hundred Forty (240) people shall use the facility pursuant to this agreement.
- 4. A security deposit of Two Hundred Dollars (\$200.00) is required to secure the date. This deposit will be refunded within twenty-one days after the event if the K of C determines there is no damage to the hall or any excessive clean up required. The hall rental fee of \$_____ must be paid 30 days prior to the rental date. If the undersigned cancels the contract less than 60-days prior to the contract (rental) date, the Knights of Columbus #624 shall retain the security deposit of \$250.00 as liquidated damages.
- 5. Rental of the hall **DOES NOT INCLUDE THE USE OF THE KITCHEN AREA. Note: For and additional fee of \$100.00 entitles the renter the use of kitchen for counter space and water only and any additional use will result in forfeiture of the security deposit.**
- 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, bandstand (stage) and windows. No tacks, nails, staples or tape shall be permitted on the walls or woodwork. Note: If the renter wishes to decorate the hall the day prior to the event there is an additional charge of \$90.00 to do so, time not to exceed three (3) hours. Hours available for decorating are between 9:00 A.M. and 3:00 P.M. And additional fee of \$50.00 will be charged for each additional hour. **(Permitted only if hall is available the day prior)**
- 8. The undersigned, acting on behalf of the organization or group using the hall shall indemnify and hold harmless the Knights of Columbus #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 damages 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 end of the function. I 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: _____
Print

By: _____

Address: _____

Phone: _____

This application for the rental of the Knights of Columbus #624 meeting hall is accepted and the receipt of the \$200.00 security deposit is acknowledged.

Please sign both copies of the contract and return one copy along with your check for \$200.00 in the enclosed envelope by _____ 20_____.

Thank You,

By: _____

Note: Will K of C cater meal? Yes _____ No _____. Number of Reservations _____
Type of meal selected _____
Time meal to be served: _____
*Use of kitchen for hall rental only \$100.00; Yes _____ No _____ Initial Required _____