



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

“BANQUET HALL RENTAL AGREEMENT”
(Seating Capacity 240)

The undersigned agrees to rent from the Knights of Columbus #624 their banquet room, together with the use of the tables and chairs therein and agrees to pay therefore the sum of Seven Hundred and Fifty dollars (\$750.00). Cleanup included.

Note: For catering options see our menu pricing guide. When the Knights of Columbus caters for the event, 10% gratuity will be added to the meal cost only. Room 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 renters. 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 (\$250.00) 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 rental fee of \$750.00 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 #624 shall retain the security deposit of \$250.00 as liquidated damages.
5. Rental of the room **DOES NOT INCLUDE THE USE OF THE KITCHEN AREA. Note: For and additional fee of \$150.00 entitles the renter the use of kitchen, ovens, steamtable counter space and water. Also, two refrigerators located behind the stage. *Does not include the use of any plates, serving trays or other equipment for food presentation, any additional use will result in forfeiture of 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 room 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 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 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 \$250.00 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 \$150.00; Yes _____ No _____ Initial Required _____