

## KNIGHTS OF COLUMBUS HALL RENTAL POLICY

- Large Room rental is \$350.00
- Small Room rental is \$175.00
- Large and Small rooms together rental is \$500.00
- Outside Shelter rental \$200.00
- Large Room and Outside Shelter \$450.00
- Entire Facility with outside Shelter \$600.00
- Alcohol: The fee to open the Bar is \$200.00
- Alcohol ticket purchase: with pre-paid \$500.00 tickets Bar opening fee waived
- Absolutely NO outside Beer or Alcohol is allowed in building or property.  
"NO EXCEPTIONS" "function can be ended and deposit forfeited"
- Because of past carpet damage Piñata Parties are not allowed.  
"NO EXCEPTIONS"

### Additional Fees, Requirement's and Restrictions as follows:

- \$350.00 damage and cleaning deposit will be charged for all rentals described above. \$100.00 is due to secure the date and the remaining \$250.00 damage deposit is due the day of the event along with all other fees.
- If Renter requests to set up the previous day the fee is \$50.00.
- If Renter requests to clean up the following day, there is a \$100.00 next day clean up fee option available if hall is not rented the following day.
- Renters of the hall are responsible for all damages and cleaning, and will be billed for damages/cleaning exceeding the cleaning and damage deposit.
- Outside non-alcoholic beverages are restricted from being used during the event if the bar is in operation, such as fountain pop machines, canned or bottled pop, etc.
- All tables used are to be covered with table cloths. NO EXCEPTIONS!!!!!!!!!!
- DUE TO FIRE CODE NO USE OF STOVE, GRILL OR OVEN WILL BE PERMITTED
- No tape, nails, pins of any kind is to be used on walls,ceilings or Shelter House. NO EXCEPTIONS!!!!!!!!!!

Renters will stack all tables and chairs back on provided racks, dry and wet mop all floors of rooms used with provided supplies, all garbage will be removed from hall and placed in outside dumpster with provided garbage bags.

**BAR CLOSING:** The last call for bar service is 11:00 p.m. **MUSIC MUST END BY 11:00 pm**, with facility cleaned and emptied by **MIDNIGHT**.

**Law Enforcement Officer:** Under the discretion of the Hall Rental Committee it may be required that the Renter is to provide Law Enforcement, the Renter is to contact the South Sioux City Police Department at 402-494-7555. If required and the Officers are not present, alcohol will not be served until their arrival.

### **PAYMENT SCHEDULE**

**FEES AND DEPOSITS:** The damage and cleaning deposit described above must be received by the Hall Rental Committee no later than 5 days after a verbal commitment has been made to secure reservation of the hall.

The Hall rental fee and Bar Opening fees are due upon access to the facility for the event.

**REFUNDS:** A full refund of the deposit will be made if a written Notice of Cancellation is received by Hall Rental Committee prior to 60 days of the rental date.

Any cancellation under the 60 days, \$100.00 of the deposit will be forfeited.

The Renter will receive a refund from the Council for the full damage and cleaning deposit after the hall passes inspection and will be mailed within 5 normal business days.

Approximately number of expected guests: \_\_\_\_\_

I understand and agree with all of the requirements of this rental agreement

Renter: \_\_\_\_\_ Today Date \_\_\_\_\_

Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Phone \_\_\_\_\_

Time of set-up: \_\_\_\_\_ am pm

Start Time of Event: \_\_\_\_\_ am pm

End Time of Event: \_\_\_\_\_ am pm

**KNIGHTS OF COLUMBUS HAVE THE RIGHT TO REFUSE SERVICE OR HALL RENTAL TO ANYONE!!!!**