

Carrollton Knights of Columbus
1377 5th Street, Carrollton, IL 62016

Hall Rental Contract

YOU ARE RESPONSIBLE FOR THE BEHAVIOR OF YOUR GUESTS, YOUR VENDORS/BAND, AND ANY DAMAGE DONE BY THEM. YOU ARE ALSO RESPONSIBLE FOR MAKING SURE ALL DOORS ARE LOCKED WHEN LEAVING THE BUILDING AND KEY IS RETURNED.

Bar terms: all beer/liquor/soda must be purchased through the KCs for the reception, 2 cases of *champagne (not wine)* may be brought in; there is a 2-keg limit and kegs will be shut off at 9:00pm, there will be *no bottles on the tables at any time*, no drinks may be carried in or out of the hall, all drinks from the start of the reception to the finish will be served in plastic cups - there will be no pitchers, Knights of Columbus will furnish bartenders for all events, the Carroll Club are always the beneficiary of the bar proceeds. All kegs ordered will be charged regardless of quantity used. *No alcoholic beverages will be served to anyone under 21 at any time.*

All events will end at 1:00 A.M. The band must stop at 12:00 midnight but the bar may stay open until 1:00 AM. All decorations and items must be removed at the end of the event, and key returned to slot on door behind kitchen. Arranging of tables must be so that exit aisles are left open. *Paid rental of main hall includes use of kitchen facility but does not provide dishes, servingware, or other kitchen items.* Knights of Columbus are not responsible for lost or stolen decorations/belongings and no decorations or lights will be provided by the KCs. *No thumbtacks or nails are to be put in the wall, ceiling, or tables.* All decorations must be attached to the wood strip on the wall and all items attached to *ceiling must be hung with magnets* provided by KCs.

Date & Time of Event _____

Groom's Family Name _____
Telephone # _____
(Other) Name for Event _____
Expected # of guests _____

Bride's Family Name _____
Telephone # _____
Time of Event _____

NON-REFUNDABLE DOWN PAYMENT of \$100 must be paid when date is set/reserved. This amount will come from the rent cost and does not affect amount due for building deposit. Make All Checks Payable To: Carroll Club

BAR DETAILS

Brands of Kegs Available: Budweiser, Bud Light, Busch, Busch Light, Miller, Miller Light, Coors, Coors Light

Each Keg is \$200, Number of kegs _____ Brand of Kegs _____
_____ Bar Total Due _____

Refundable deposit, bar money, and full rental payment must be paid when keys are picked up.

**Reception/Anniversary/Other Event (Friday-Saturday)	\$600.00	_____
**Main Hall Weekday (Sunday-Thursday)	\$200.00	_____
**Decorating the day before	\$100.00	_____

(Less) Deposit Paid _____

TOTAL DUE WHEN PICKING UP KEY FOR EVENT _____ **on** _____

PLEASE KEEP YELLOW COPY FOR YOUR RECORDS AND RETURN WHITE COPY OF CONTRACT AND DEPOSIT WITHIN 14 DAYS OR YOUR DATE WILL NOT BE RESERVED.

DEPOSIT IS DUE/ MUST BE POSTMARKED BY: _____

DEPOSIT FOR BUILDING AND DAMAGES (separate check, refundable) \$150.00 _____

Any damages or breach of this contract will result in \$150 deposit not being refunded and renter will be held liable for excessive damages and the associated costs, all damages and deposits withheld will be at the discretion of the KCs.

I hereby acknowledge I have read and understand the rules for renting the Knights of Columbus Hall:

Signature of Lessee _____
Street Address _____
City, State, Zip _____ Telephone _____

{ (Reservation) Deposit Check Number _____ Check Date _____ } Office Use
Accepted by _____ Date _____ } Only

***Please complete and mail this contract and deposit to:**

Kathy Huff 666 Woody Road Eldred, IL 62027 (217)983-2741