

**Knights of Columbus Hall Rental Contract\***

**RR 2, Box 200, Carrollton, IL 62016**

**Phone 217-942-3723**

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

All beer, liquor, soda must be purchased through the KC's for the event. Your choices are Busch, Busch light, Bud, Bud Light, Miller Light, Coors Light, and Natural Light. There is a 2-keg limit. Once the band starts, or 8:00pm, everything is cash bar with the KC's furnishing the bartenders. The KC's are always the beneficiary of the bar proceeds.

There will be no liquor 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 event to the finish will be served in plastic cups - there will be no pitchers. There is a limit of 2 cases of champagne that may be brought in.

All receptions will end at 1:00 A.M. The band must stop at 12:00 midnight. The bar may stay open until 1:00 AM. Decorating of the hall the day before an event is \$50.00 and must be cleared through KC manager. Arranging of tables must be so that exit aisles are left open. No alcoholic beverages will be served to anyone under 21 at any time. Knights of Columbus are not responsible for lost or stolen decorations/belongings. No thumbtacks or nails are to be put in the wall, ceiling, or tables. All decorations must be attached to the wood strip about eight feet up on the wall.

Date & Time of Event \_\_\_\_\_

Grooms Family Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Expected # of guests \_\_\_\_\_

Decorating the day before \_\_\_\_\_

Brand of beer needed \_\_\_\_\_

Brides Family Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Time of reception \_\_\_\_\_

Time of Dance \_\_\_\_\_

Number of kegs needed @ \$150 \_\_\_\_\_

Cash Bar or keep tab on soda @ \$.50 \_\_\_\_\_

\*\*Reception/Anniversary/Other Event

with or without band

\$400.00 \_\_\_\_\_

\*\*Decorating the day before

\$ 50.00 \_\_\_\_\_

\*\*Deposit for use of kitchen on a separate check

\$ 100.00 \_\_\_\_\_

**(Kitchen must be cleaned by renter and approved by manager)**

Less the Deposit \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_

**Payment in full is due when keys are picked up.**

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 \_\_\_\_\_

**PLEASE RETURN CONTRACT AND DEPOSIT WITHIN 14 DAYS OR YOUR DATE WILL NOT BE RESERVED. DUE/ POSTMARKED BY:** \_\_\_\_\_

**Nonrefundable Down Payment of: \_\_\_\_\_ (\$100) Paid when date is set. Make Checks Payable To: Carroll Club**

**Check number \_\_\_\_\_ Check Date \_\_\_\_\_**

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_

\*\*This does not include the Clubroom or Pantry

**\*Please complete and mail both copies of the contract and deposit to:**

**Sarah (Pinkston) Schmidt, RR 3 Box 161, Carrollton, IL 62016 Phone (309) 738-9614**

This form is for Friday (when available) and Saturday