

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 reception. 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 9:00pm, 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 reception 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 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 _____

Bride's Family Name _____

Telephone # _____

Telephone # _____

Expected # of guests _____

Time of Event _____

Number of kegs needed @ \$150 _____ (max. 2)

Time of Dance _____

Brand of kegs _____

Cash Bar _____ Keep tab on soda @ \$.50 _____

Keep tab on all drinks _____

**Reception/Anniversary/Other Event

with or without band

\$400.00 _____

**Decorating the day before

\$50.00 _____

**Kitchen use

\$100.00 _____

**Deposit for building and damages

\$100.00 _____

Less the Deposit Paid _____

TOTAL DUE _____

Refundable deposit and payment in full must be paid when keys are picked up.

Any damages or breach of this contract will result in \$100 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 _____

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