

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, Bud, or Bud Lite. 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 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 about eight feet up on the wall.

Date & Time of Event _____

Grooms Family Name _____

Brides Family Name _____

Telephone # _____

Telephone # _____

Expected # of guests _____

Time of reception _____

Decorating the day before _____

Time of Dance _____

Brand of beer needed _____

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

\$ 50.00 _____

(Kitchen must be cleaned by renter and approved by manager for refund of \$50)

TOTAL DUE _____

Payment in full will be paid 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.

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:**

Rosemary Evans, RR 1 Box 129, Carrollton, IL 62016 Phone 217-942-5323

This form is for Friday (when available) and Saturday