

Columbus Club
28745 US Highway 61
Scott City, Mo 63780

Hall Rental Check Sheet

Please review your contract and call us with any questions prior to your reserved date.

Reserved Event Date _____ Upper/Lower Hall _____

Name of Renter _____ Phone (Home) _____ (Cell) _____

Address _____

Renter's Employment Information _____

If Applicable: Bride's Name _____ Groom's Name _____

Final Bill sent to _____ Address _____

Will you decorate the Hall on the day prior to your event? (Y/N) _____. Decorating may be done between the hours of 8:00 AM and 8:00 PM. A charge of \$150 will apply for rent of the hall the day prior to your event date.

Will you remove your supplies, food, decorations and music equipment the day after your event (Y/N) _____. A \$50 rental charge will apply. All items must be removed between 10AM and 2PM on the day after your event date.

Will you or others be cooking in the kitchen (Y/N) _____. A \$100 fee applies for cooking in the hall's kitchen.

Please note, No wedding ceremonies allowed in the hall or surrounding grounds

What time will your guests arrive at the Hall _____ How many guests do you expect _____

What time will the meal be served _____ Who are the cooks/caterer _____

Name of Band/Sound System _____ Note, the music must end by 11:30 PM

What brands of beer do you want served and your estimate of quantity _____

What type of wine do you want served and your estimate of how many bottles of each _____

What type of mixed drinks do you want served _____

What time do you want the bar to begin serving drinks _____ Note, the bar must close at 11:30 PM

Will renter be paying for the Beer: Yes/No Soda: Yes/No Wine: Yes/No Mixed drinks Yes/No

What names/message do you want us to put on the Marquee:

Other information or special requests: _____