

**Columbus Club, Inc.
28745 US Highway 61
Scott City, MO 63780**

Upper Hall Rental Contract

Rental Rates & Deposit

1. The Upper Hall will accommodate 400 people. The **1 day rental rate for the Upper Hall is \$900.00**. This rental is for the day of your event from 8AM until 12:30AM. **Rental of the Hall on the day before your event is \$150 from 8AM til 8PM. Rental of the Hall on the day after your event is \$50 from 10am until 2PM.**
2. Hall rental includes use of the kitchen for **warming and cooling** catered foods. **Use of the kitchen for cooking food for the event is \$100**. This includes use of all equipment, stoves, refrigerators, cooking utensils, pots, pans, etc. All equipment must be cleaned and put away after use.
3. Renter must pay for bartender services. The Hall Coordinator, based on the estimated number of guests attending, will determine the number of bartenders required for the rental. Less than 200 guests requires 1 bartender, 200-300 requires 2 and more than 300 requires 3. Bartenders are \$15/hour each.
4. The Hall Coordinator will determine the need for on-site security. The charge for this service will be billed at prevailing rates to the renter of the hall.
5. A 50% deposit is required to reserve the Hall for a particular date. This deposit will be applied to your final bill. There may be other costs such as liquor, bartenders, etc which may be calculated and included in your deposit. The Hall Coordinator will determine the required deposit. The full rental balance is due 60 days prior to rental date. If the rental is canceled, more than 6 months prior to the event, 50 % of the deposit will be refunded. If the cancellation is less than 6 months prior to the event, NONE of the deposit will be returned.

IMPORTANT: YOUR RENTAL DATE WILL NOT BE RESERVED UNTIL YOUR DEPOSIT IS RECEIVED.

Rules and Regulations for Hall Rental

Anyone renting the Hall at 28745 US Highway 61 in Scott City, Missouri must agree to the following terms, conditions, rules, and regulations of this rental contract.

1. No wedding ceremonies will be allowed on the premises.
2. Renters shall not admit to the premises, any more than 400 people.
3. The use of tacks, pins, nails and tape (except scotch brand) is prohibited for hanging decorations.
4. There is to be no sand, gravel, rice, birdseed, confetti or matches used in the decorations or table centerpieces.

5. Nothing must be placed in the hallways. Hallways must be kept clear.
6. No pets are allowed. Only certified service animals will be allowed in the building.
7. **ALL COUNTY, STATE AND FEDERAL LIQUOR LAWS WILL BE STRICTLY ENFORCED. THERE WILL BE NO CONSUMPTION OF ALCOHOL BY MINORS.**
8. All beer, wine, liquor, soda, beer cups and soda cups, must be purchased through the Columbus Club. Renter will not be allowed to bring beer trailers onto the premises. **No beer, wine, liquor or soda is allowed to be brought into the hall by any renter, member or their guest. Any beverage(s) found in the buildings that were brought in by the renter, member or guest must be removed immediately. If after the first warning, the beverage(s) is discovered again, the violator will be removed from the premise.**
9. **Excessive drinking, profanity, unruly conduct, physical or verbal abuse WILL NOT BE TOLERATED BY ANY PERSONS. If the behavior continues after a verbal warning, the violator will be removed from the premise.**
10. The use of the Club Lounge (Clubroom) will not be included in any rental arrangements. Only Members of the Knights of Columbus, current in their dues, and Ladies Auxiliary, are granted the use of the lounge. If a member takes a guest from a rental into the clubroom, the member must remain with the guest. Family members are not to be given a door card key: The member **MUST** be with his family to enter the Clubroom.
11. Renters shall not damage, mar or in any manner deface the rental hall or any equipment contained in or on the premises, and shall not cause or permit anything to be done whereby the premises or equipment shall be in any manner injured, marred or defaced .If damage occurs, the renter will be monetarily responsible for all damages.
12. The bar will close at 11:30 pm on the day of the rental. Music must end at 12 midnite.
13. All guests and renters must exit the hall by 12:30. Unless the hall has been rented for the day after your event all music equipment and decorations must also be out of the hall by 12:30

The renter whose signature appears below, acknowledges receipt of a copy of the “Rules and Regulations for Hall Rental”, governing said use of the Columbus Club Hall and its facilities and thereby agrees to abide by said rules and regulations. Said facilities are to be used only by said renter and persons expressly invited as their guests. Renter hereby agrees to pay for any and all damages to all property. It is expressly understood and agreed to by the renter that the Columbus Club Committee or its members, including the Hall Coordinator is in no way assuming liability in case of injury, disablement or death of a renter or renter’s guest.

This rental agreement is made and entered into this _____ day of _____ 20____
by and between _____renter, and the Columbus Club 6420, Scott City, Mo.

By _____ For _____
Signature of Renter Date(s) Reserving

\$ _____ Rental Deposit Received

By _____ Date _____
Columbus Club Representative

Hall Rental Coordinator (Roxie Ziegler) may be contacted at cell phone 573-264-2884 e-mail:
ziegler47@hotmail.com

7/1/18