

Single Session User Agreement

Knights of Columbus Lodge

Reservation Date: _____

Time Requested: _____

The rental group and their representative will be responsible to, and abide by the following rules and policies when using the Columbus Club Inc. a Wisconsin corporation a/k/a Knights of Columbus Facility at 401 W. Clark Street, Stevens Point, WI, 54481.

1. Reservation of Lodge must be submitted to the facility staff at least one week prior to requested date and time. Payment is due immediately upon reservation.
2. All users must leave the facility in a condition considered satisfactory to the facility staff. Any group or user damaging or destroying Knights of Columbus/Columbus Club property will be held responsible for the cost of repair or replacement. Extra cleaning costs will be billed to the renter.
3. Use of illegal drugs, cigarettes and tobacco is prohibited in the facility.
4. Alcoholic and non-alcoholic drinks for resale are to be purchased from Columbus Club staff.
5. Application of materials to the walls or floors will not be allowed without permission from the facility staff.
6. Storage of equipment is not permitted unless prior arrangements have been made with the facility staff.
7. Credit or refunds will only be given for facility rentals if notification is received at least 21 days prior to the facility rental. There is no service charge for rescheduling. There **will be a \$100.00 service charge for refunds.**
8. All rentals must start and end as scheduled.
9. **User group agrees to abide by the posted facility rules and regulations.**
CUSTOMER INITIALS
10. The misuse of the facility or failure to conform to these regulations will be sufficient reason for ejection of the group.
11. Kitchen use: rental group shall have the right to use kitchen and kitchen facilities, only when included in rental agreement. **Cooking equipment and dishes are not included in the rental. Renter will be responsible for removing /disposing their own trash if no dumpster available.**
12. Alcohol Sales/ Columbus Club facility staff shall serve liquor and fermented malt beverages under its City license under the following: (see attached)
If there are any sales of alcohol .

Rental Fees: _____

Waiver and Release: I agree to hold Columbus Club Inc., a Wisconsin Corporation and Knights of Columbus/Columbus Club agents and employees harmless from and all claims for injury or damage to persons or property suffered in connection with the renter's activities unless such injury or damage is caused by the gross negligence of the Columbus Club Inc., a Wisconsin Corporation or the Knights of Columbus. I certify the information contained in this rental agreement is true to the best of my knowledge.

As a **group representative**, I hereby agree to take responsibility to inform and assure that all group members follow the rules and policies of the facility. As a group representative, I agree to take responsibility for damage to the facility resulting from our rental. I will be responsible to make sure only those of legal age will consume alcoholic beverages on premise.

Signature: _____

Must be 18 years of age or older

Date: _____

Reserved by: _____

Accepted: _____

Group Representative:	Activity Planned:	Number in group:
Mailing Address:	<input type="checkbox"/> Cash <input type="checkbox"/> Check	Amount \$
Phone:	Drivers License #	
Work Phone:		
Email Address:		

KC Hall Rental Pricing

	Non-member	KC member pricing
<u>2-day hall rental</u>	\$ 375	\$ 275
w/ kitchen additional fee	\$ 200	\$150
<u>1-day hall rental</u>	\$ 200	\$150
w/ kitchen additional fee	\$ 100	\$ 75
Cleanup Additional fee (required)	\$50	\$50
Security Deposit (required)	\$200	\$100

Function Payment

Deposit and Rental/cleanup fees must be paid in full when signing contract

Open Bar -includes 1 bartender
Must use KC inventory

Minimum \$300 sales for 4 hour period-additional \$75 sales for each hour thereafter, charges by hour, not prorated. Failure to meet minimum sales-main bartender will cost renter \$25 per hour – no credit for sales plus \$20 per hour for additional bartenders. Additional bartender required for each 40 person count for function

Additional Bartender

\$20 per hour – minimum 4 hours

Payable at time of contract signing
Refund of security deposit within 5 business days -providing place left in clean orderly condition

Minimum 21 day cancellation notice or all payments will be forfeited- cancellation prior to 21 days of event date will be charged a \$100 cancellation fee..

Bartender Compensation

\$25 per hour for Bar Manager
\$20 per hour for each additional bartender