

Knights Hall of St. John the Evangelist Catholic Church - 600 N. Adelaide - Fenton MI 48430
810.373.0694

KNIGHTS HALL RENTERS RESPONSIBILITIES AND AGREEMENT

Application for the use of St. John Evangelist Catholic Church – Knights Hall

EVENT/ PURPOSE:

NAME OF RESPONSIBLE INDIVIDUAL TO BE PRESENT _____
AND IN CHARGE OF THE EVENT:

ADDRESS: _____ CITY _____ ZIP CODE _____

PHONE: _____ ALTERNATIVE PHONE: _____

EMAIL: _____

HEREBY AGREES TO ACCEPT THE FOLOWING CONDITIONS TO RENT THE **KNIGHTS HALL**, ON (date)

WE AGREE TO LEAVE THE BUILDING AND GROUNDS IN GOOD CONDITION, CONDITION EQUAL TO AT RENTAL START. WE AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE USE OF THE FACILITY, AND TO REIMBURSE ST. JOHN PARISH FOR ANY DAMAGES WHICH MIGHT BE DONE BY OUR GROUP WHILE WE ARE IN POSSESSION. (SEE HALL REGULATIONS FOR USE OF ST. JOHN KNIGHTS HALL ON PAGE 2).

WE AGREE TO HOLD HARMLESS AND INDEMNIFY ST. JOHN CATHOLIC CHURCH FROM ANY AND ALL CLAIMS, DEMANDS, ACTION, SUITS, OR COMPLAINTS THAT MAY BE BROUGHT BY ANY PERSON, FIRMS, CORPORATIONS, OR ANY OTHER ENTITIES FOR ANY INJURY, DAMAGE, OR LOSS FROM OUR OCCUPANCY AND/OR USE OF THIS FACILITY.

IT IS UNDERSTOOD THAT ANY REPRESENTATIVE OF ST. JOHN KNIGHTS HALL RENTAL COMMITTEE RESERVES THE RIGHT TO CANCEL THIS RESERVATION IF THE USE OF THE BUILDING IS CONSIDERED OBJECTIONABLE IN ANY WAY.

FEE STRUCTURE:

SIGNED CONTRACT AND DOWN PAYMENT ARE REQUIRED AT THE TIME OF BOOKING THE KNIGHTS HALL. PLEASE PAY CASH OR WRITE A CHECK PAYABLE TO KNIGHTS OF COLUMBUS COUNCIL 7418.

THIRTY DAYS PRIOR TO THE RENTAL DATE THESE MONIES ARE DUE:

RENTAL BALANCE. PLEASE PAY CASH OR A WRITE CHECK PAYABLE TO KNIGHTS OF COLUMBUS COUNCIL 7418.

\$200.00 DAMAGE DEPOSIT. THIS PAYMENT SHOULD BE MADE UNDER A SEPARATE CHECK AND WILL BE RETURNED SEVEN DAYS FOLLOWING THE RENTAL DATE IF AFTER THE EVENT THE FACILITY IS CLEAN AND IN

ORDER AS OUTLINED, AND A SATISFACTORY INSPECTION OF THE PREMISES IS COMPLETED. PLEASE WRITE CHECK PAYABLE TO KNIGHTS OF COLUMBUS COUNCIL 7418.

\$100.00 LIABILITY INSURANCE RIDER IS REQUIRED IF ALCOHOL IS TO BE SERVED. THIS PAYMENT SHOULD BE MADE UNDER A SEPARATE CHECK. PLEASE PAY CASH OR WRITE A CHECK PAYABLE TO ST. JOHN CHURCH.

Knights Hall of St. John the Evangelist Catholic Church - 600 N. Adelaide - Fenton MI 48430
810.373.0694

CANCELLATIONS

RENTAL DEPOSIT IS FORFEITED IF CANCELLATION OCCURS PRIOR TO THE 30 DAYS OF RENTAL DATE.
FULL RENTAL PAYMENT IS FORFEITED IF CANCELED WITHIN THE LAST 30 DAYS OF THE RENTAL DATE.

TIME LIMITS

SATURDAY RENTALS WILL END THE DAY OF THE EVENT AT 12:00 AM. \$100 FEE FOR HOLDOVER PAST 12:00 PM WILL BE CHARGED FOR EVERY 30 MINUTES THEREAFTER. SUNDAY THROUGH THURSDAY RENTALS WILL END THE DAY OF THE EVENT AT 9:30 PM. \$100 FEE FOR HOLDOVER PAST 9:30PM WILL BE CHARGED FOR EVERY 30 MINUTES THEREAFTER.

HALL CAN NOT BE USED BEFORE 4:00 PM ON DAYS WHEN THE SCHOOL IS IN SESSION.

DECORATING GUIDELINE

- DECORATING AND DELIVERIES MAY BEGIN AT 12:00 NOON THE DAY OF THE EVENT IF PERMISSION IS ACQUIRED BY HALL RENTAL PERSONEL. MAY REQUIRE AN ADDITIONAL FEE. PLEASE CALL (810) 373-0694 TO SCHEDULE.
- CANDLES MUST BE ENCLOSED IN A NON-FLAMMABLE CONTAINER TALLER THAN THE FLAME.
- PLEASE DO NOT HANG ANYTHING FROM THE WALLS OR CEILING. NO TAPE, TACKS, NAILS, CREPE PAPER. CONFETTI OR GLITTER OF ANY KIND. SECURELY ANCHOR ALL BALLOONS.
- PLEASE REMOVE BELONGINGS AT THE END OF THE EVENT OR JANITORIAL CREW WILL DEEM IT UNWANTED AND DISPOSE OF IT.

HALL REGULATIONS

- NO GAMBLING WITHOUT PROPER LICENSE AND APPROVAL OF THE KNIGHTS HALL RENTAL COMMITTEE.
- NO GROUP MAY USE THE FACILITIES WITHOUT A DULY APPROVED APPLICATION. APPLICATIONS MAY NOT BE TRANSFERRED, ASSIGNED, OR SUBLET IN WHOLE OR PART. VIOLATION OF THIS RULE WILL RESULT IN POSSIBLE FORFEITURE OF DEPOSIT. WE RESERVE THE RIGHT TO HALT ANY FUNCTION THAT IS DEEMED "OUT OF CONTROL" BY THE PERSON IN CHARGE ASSIGNED TO YOUR EVENT.
- THE HALL KITCHEN IS FOR USE AS CATERING FACILITIES ONLY. COOKING IS NOT PERMITTED. CATERERS ARE SUBJECT TO APPROVAL BY THE HALL RENTAL COMMITTEE.
- KITCHEN EQUIPMENT IS NOT TO BE USED WITHOUT PERMISSION OF RENTAL PERSONEL.
- THE USE OF FOOD WARMERS (HOT PLATES, CROCK POTS, ETC.) – TO KEEP FOOD WARM, IS PERMITTED.
- NOTHING CAN BE TAKEN OUT OF OR USED FROM THE SUPPLIES/REFRIGERATORS IN THE HALL.

- THE RENTEE SHALL BE LIABLE FOR ALL BREAKAGE, REPLACEMENT, REPAIR, THEFT AND OTHER DAMAGE TO KNIGHTS HALL, RESULTING FROM THE OCCUPANCY AND USE OF THE FACILITY AND GROUNDS, OTHER THAN NORMAL WEAR AND TEAR.
- ALL SERVING OF ALCOHOLIC BEVERAGES MUST BE UNDER THE CONTROL AND SUPERVISION OF A TRAINED AND/OR CERTIFIED BARTENDER. PLEASE PROVIDE CERTIFICATION TO RENTAL MANAGER PRIOR TO START OF EVENT. ANY LIABILITY ARISING FROM DRUNKENNESS, FIGHTING, OR OTHER DISORDERLY CONDUCT OR SERVING INTOXICANTS TO MINORS IS STRICTLY PLACED ON THE RENTEE.
- THE SALE OF BEER, WINE, OR ALCOHOLIC BEVERAGES ON THE PREMISES BY THE RENTEE IS **STRICTLY PROHIBITED**.
- ALL VEHICLE MUST BE PARKED IN THE PARKING LOT.
- NO ALCOHOL IS TO BE CONSUMED OUTSIDE OF THE HALL.
- SMOKING INSIDE THE BUILDING IS PROHIBITED.

Knights Hall of St. John the Evangelist Catholic Church - 600 N. Adelaide - Fenton MI 48430 810.373.0694

CLEAN UP

RENTEE IS RESPONSIBLE FOR CLEANING OFF TABLES AND PICKING UP ANY LOOSE ITEMS FROM THE FLOOR (INCLUDING BATHROOMS AND FOYER). THE KITCHEN FLOOR AS WELL AS ALL COUNTER TOPS AND SINKS USED IN THE KITCHEN AND BAR AREA MUST BE LEFT CLEAN. PLEASE ADVISE YOUR CATERER AND BAR TENDER OF THESE CONDITIONS TO ACQUIRE THEIR COOPERATION.

CONTRACT SUMMARY

EVENT/ PURPOSE: _____

RESPONSIBLE RENTEE NAME: _____

EVENT DATE: _____ TIME PERIOD: _____ TO _____

IS FOOD BEING SERVED? Y / N WILL ALCOHOL BE SERVED? Y / N **(ALCOHOL CAN NOT BE SOLD)**

NUMBER OF PARTICIPANTS: _____ ROOM CAPACITY 150

FEE PAYMENTS:

RENTAL DEPOSIT DUE TODAY (non-refundable): \$ _____ CASH/CHECK # _____ DATE _____

(RENTAL DEPOSIT CHECK IS TO BE WRITTEN PAYABLE TO KNIGHTS OF COLUMBUS COUNCIL 7418).

LIABILITY INSURANCE REQUIRED WHEN SERVING ALCOHOL: \$ _____ CASH/CHECK # _____ DATE _____

(LIABILITY INSURANCE RIDER IS REQUIRED IF ALCOHOL IS TO BE SERVED. PLEASE PAY CASH OR WRITE A CHECK PAYABLE TO ST. JOHN CHURCH).

AMOUNT DUE 30 DAYS BEFORE EVENT DATE.

RENTAL BALANCE: \$ _____ CASH/CHECK # _____ DATE _____

DAMAGE DEPOSIT DUE 30 DAYS BEFORE EVENT*: \$ **200.00** CASH/CHECK # _____ DATE _____

Damage Deposit is refundable 7 days after the date of the event, provided facilities are left in order as detailed on page 2

Total amount due 30 days before event date: \$ _____ Due Date: _____

(ALL RENTAL AND DAMAGE CHECKS ARE TO BE WRITTEN PAYABLE TO KNIGHTS OF COLUMBUS COUNCIL 7418).

I UNDERSTAND AND AGREE TO COMPLY WITH THESE GUIDELINES (Responsible Party Must Sign)

RESPONSIBLE PARTY SIGNATURE

DATE