

**RENTAL AGREEMENT FOR:**

**RIVERTON KNIGHTS OF COLUMBUS MARIAN HALL  
335 SOUTH 4<sup>TH</sup> STREET, RIVERTON, IL 62561**

This agreement is hereby entered into between the RIVERTON COLUMBUS CLUB. An Illinois not-for-profit corporation, and hereinafter referred to as "LESSOR", and

\_\_\_\_\_, hereinafter referred to as "LESSEE", for rental of the Knights of Columbus Hall, located at 335 SOUTH 4<sup>TH</sup> STREET, RIVERTON IL, on:

\_\_\_\_\_ for the following purpose: \_\_\_\_\_  
(Date of Rental) (Type of Rental)

The hours of rental on this date will be from: \_\_\_\_\_ to: \_\_\_\_\_ (not to exceed 5 hours).  
[An additional hour may be secured at a cost of \$75.00.]

The rental charge is \$ \_\_\_\_\_, and is secured by a deposit of \$ \_\_\_\_\_ made \_\_\_\_\_ (date) \_\_\_\_\_. Said deposit to be applied toward the total rental charge, with the balance of the rental charge due and payable 3 weeks prior to the rental date. **Minimum Deposit required to hold date is \$ [one-half the rental fee].** The hours for the rental may be reported with the balance of the rental charge. In the event of property loss and/or damage, costs will be itemized and an additional amount will be invoiced to LESSEE.

LESSEE agrees to be responsible for any damages to the building and it's contents during the rental period, and agrees to clear the building of people after the allotted rental time expires; said rental time to be no more than a maximum of five (5) hours or as stated above for special circumstances. Decorations Not permitted: Confetti (plastic, paper or foil) is **not** permitted in the Hall, double side tape is **not** to be used on walls or paneling, glitter is **not** permitted on tables, chairs or floor, tacks or tape of any kind are **not** to be used on the ceiling, **staples are not to be used on tables or walls.** No Knights of Columbus property shall be removed from the Hall. K C wall hangings are not to be taken down. LESSEE is responsible for any property removed from the Hall.

LESSEE agrees that the kitchen / catering area is to be used only for the warming and serving of food. NO cooking of food is allowed

LESSEE agrees to use the premises only for the purposes stated above and agrees to abide by all local and State laws and ordinances in the use of the premises.

LESSEE shall indemnify LESSOR and hold LESSOR harmless against any liability or loss incurred by LESSOR as a result, during the term of this Lease, of LESSEE'S failure to perform any covenant required to be performed by the LESSEE hereunder, of any accident that may occur in or about the Knights of Columbus Hall or parking lot, or of LESSEE'S failure to comply with any governmental authority. LESSOR'S right to indemnity hereunder shall arise notwithstanding that joint or concurrent liability may be imposed on LESSOR by statute, ordinance, regulation or other law. Aforesaid indemnification includes LESSEE and all assigns during hall decoration and food preparation on-site prior to actual term of this Lease.

LESSEE acknowledges that the security deposit paid hereunder is non-refundable and will not be returned to the LESSEE in the event the LESSEE is not able to use the subject property during the rental period set forth above.

The LESSEE agrees that the "member's room" door is to be kept locked at all times during the rental.

Date of Issue: \_\_\_\_\_

It is understood that no rental will be condoned that will allow the LESSEE [other than LESSOR approved charitable organizations] to make a profit from any hall rental.

CLEAN UP: LESSEE agrees to clear tabletops and remove all personal assets from the Hall within 1 hour after the end of the event. If done, no charge is assessed and LESSOR will clean Hall. If Hall is left in excessively messy state, a Clean-up Charge will be assessed, equal to the cost incurred.

***Payments shall be made payable to: MARIAN COUNCIL # 3914, K OF C***

RIVERTON COLUMBUS CLUB,

RENTER: \_\_\_\_\_

LESSOR

LESSEE

By: \_\_\_\_\_  
Rental Chair

By: ► \_\_\_\_\_ ◀  
[please sign]

Phone: (217) 629-7202

Phone: \_\_\_\_\_

Address: 335 SOUTH 4<sup>TH</sup> STREET  
RIVERTON IL 62561

Address: \_\_\_\_\_  
\_\_\_\_\_

**Minimum Deposit required is one-half the rental fee. To confirm the requested date, a signed copy of this agreement and deposit fee must be received. LESSEE must sign the Agreement on the designated line.**

**Mailing address is: MARIAN COUNCIL # 3914  
KNIGHTS OF COLUMBUS [Attn: Rental Chair]  
P.O. BOX 116  
RIVERTON IL 62561**

**► NO SMOKING WITHIN THE HALL PER STATE REGULATIONS ◀**

**\*BAR POLICY DURING RENTALS -**

**MARIAN COUNCIL # 3914, RIVERTON KNIGHTS OF COLUMBUS**

**\*LESSEE acknowledges that LESSOR has advised that LESSOR'S DRAM SHOP INSURANCE DOES NOT COVER LESSEE IF LESSEE IS GIVING OR SELLING ALCOHOLIC BEVERAGES.**

**All Alcohol & Soda served during rentals must be purchased from Marian Council as part of the rental agreement. The only exception is champagne, which is not provided by the club.**

**\*NOTE: Bar Prices are subject to change and you must contact the Bar Manager 2 weeks prior to the event.**

**SEE ATTACHED SHEET FOR OPTIONS AND SPECIFIC DETAILS**

**EVENT DETAILS**

**FINAL PAYMENT AND THIS FORM DUE BY: (DATE)**

To: Knights of Columbus, Marian Council, Rental Chair

From: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State/Zip

The following information is a confirmation of details for your rental event. **This information must be sent to: Rental Chair, Marian Council # 3914, Knights Of Columbus, P.O. Box 116, Riverton IL 62561.** All details must be consistent with terms of the contract signed previously and of which is on file at the Knights of Columbus Hall in Riverton. **This completed, signed form and the remainder of the rental fee must be submitted no later than: (DATE).**

The date of the event is \_\_\_\_\_ the start time is \_\_\_\_\_ and the end time is \_\_\_\_\_ [(All rentals are based on a five (5) hour rental. This time commences at the time the bar is open for refreshments. If an additional hour is requested, it must be requested at this time and a fee of \$75.00 will be due with the final rental payment referred to above. (Only one additional hour will be granted.)]

***Payment shall be made payable to: MARIAN COUNCIL # 3914, K OF C***

**All Alcohol & Soda served during rentals must be purchased from Marian Council as part of the rental agreement. The only exception is champagne, which is not provided by the club.**

The kitchen is included for reheating food by family or caterers. If the kitchen is required for more than re-heating food, an additional \$25.00 must be added to the final payment referred to above. (All use of kitchen is limited to the day of the event only.)

The club has decorations available to enhance your event: Six lighted white lattice panels, white steps for the stage, 3 lighted ficus trees, 2 lighted archways, guest book stand (podium), 16 padded chairs and two round tables for cakes and gifts. All of this is offered for \$40.00. There are also glassware items available for rental, including fish bowls, bud vases and votive candleholders, cost depends upon items requested, up to \$35.

Remainder of base rental:	\$ _____
Additional hour rate if needed: (\$75.00)	\$ _____
Kitchen fee if needed: (\$25.00)	\$ _____
Decoration rental fee if needed: (\$40.00)	\$ _____
Total final payment:	\$ _____

The last rental payment was paid with check number \_\_\_\_\_.

**Authorized by:** ► \_\_\_\_\_ ◀ [please sign]  
Lessee Phone:

**The following questions will assist us in serving you:**

All soda products are primarily Pepsi products and we have a wide variety stocked; Twelve-ounce soda cans - \$ .65 each. Soda is provided with a 12-ounce cup with ice.

▶ **Do you want to purchase soda for your guests? Yes / No Authorized by: \_\_\_\_\_**

Keg beer (Domestic) - \$140.00\*; Liquor, wine and bottle/can beer – posted bar prices. The main two beers served are Bud Light and Miller Lite. You will only be charged for any keg tapped as long as it is the two previously mentioned beers.

▶ **Do you want to purchase draft beer for your guests? Yes / No Authorized by: \_\_\_\_\_**

Kegs requested: Bud Light \_\_\_\_\_; Miller Lite \_\_\_\_\_; Other \_\_\_\_\_

**The bar bill is due at the end of the event, payable to: [MARIAN COUNCIL # 3914, K OF C](#). Bartenders Fees: 1 Bartender per 100 adults - \$10.00 per hour will be charged, (subject to minimum wage). A separate payment must be made to the bartenders for their services.**

**\*NOTE: Bar Prices are subject to change and you must contact the Bar Manager 2 weeks prior to the event. ]**

**BAR OPTION: I will purchase the following drinks for my guests:**

\_\_\_\_\_  
\_\_\_\_\_  
[As specified above – **OR** – as marked below]

- : **OPEN BAR**                      : **CASH BAR**                      : **NONE – NO ALCOHOL**

▶ **On the day of the event, who can approve additional purchase of beer/soda?**

\_\_\_\_\_  
Name

▶ **Do you want pitchers available for your bar? Yes / No**

▶ **Number of Guests expected to attend: \_\_\_\_\_**

**CATERER**

**Name & Address: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**▶ NO SMOKING WITHIN THE HALL PER STATE REGULATIONS ◀**

**The Riverton Knights of Columbus appreciate your patronage. Please inform us if additional information is needed. We encourage feedback from your rental experience!**

**BAR POLICY DURING RENTALS -  
MARIAN COUNCIL # 3914, RIVERTON KNIGHTS OF COLUMBUS**

All Alcohol & Soda served during rentals must be purchased from Marian Council as part of the rental agreement. The only exception is champagne, which is not carried by the club.

**NOTE:** Bar Prices are subject to change and you must contact the Bar Manager 2 weeks prior to the event. He will verify your bar choices and the times of your event for the bartenders.

**OPTIONS:**

**1: LESSEE will purchase specified items with cash bar for all other choices by guests – Keg beer (current beer price is \$140 per keg). Any brand of keg beer may be purchased but the renter will be charged for all special ordered kegs at the full keg price, whether it is opened or not. Cups are included in the price of the keg.**

**Soda: Twelve-ounce soda cans – (current price is \$ .65 each. Soda is provided with a 12-ounce cup with ice.**

**Wine: Please discuss preferences with Bar Manager, and he will secure pricing information.**

**Bottle & Can beer are also available, as well as mixed drinks.**

**2: \*OPEN BAR: Lessee purchases all beer, mixed drinks, wine and soda for their guests.**

**For Options #1 & #2, the final tabulation of amount and cost will be given to the LESSEE at the conclusion of the event.**

**3: CASH BAR: All purchases will be made by your guests for beer, mixed drinks, wine and soda, which will be sold by Marian Council at our regular bar prices.**

**4: NO ALCOHOL**

**BARTENDERS: Marian Council policy is that one bartender is required for every 100 adults in attendance. For each crew member a \$10.00 per hour, (subject to minimum wage), charge will be assessed to the LESSEE.**

**NOTE: Bar Prices are subject to change and you must contact the Bar Manager 2 weeks prior to the event.**

**\*LESSOR advises LESSEE that LESSOR’S DRAM SHOP INSURANCE DOES NOT COVER LESSEE, IF LESSEE IS GIVING OR SELLING ALCOHOLIC BEVERAGES.**

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**TO SELECT A BAR OPTION FOR YOUR RENTAL AND FOR FURTHER BAR INFORMATION, CONTACT: BAR MANAGER or RENTAL AGENT, AT 629-7202**