



**Knights Inc.**  
**P. O. Box 22927**  
**Hot Springs, Arkansas 71903-2292**

**Hall Rental Contract**

**USAGE:** The Knights of Columbus hall is available for rental to any individual or group including the kitchen except for scheduled council meetings and other rental events. Inclusion of the bar for the rental period requires the primary renter to be present during the rental period.

**TERMS OF RENTAL CONTRACT:** Payment for hall rental is required at least 30 days before the rental day(s) by the responsible party. The hall can not be committed to the renting party unless the proper deposit as listed below has been received.

**Definition of usage:** Rental of the hall for the basic rental fee entitles the renter to use of the hall the day prior to the rental day for any necessary decorations (3 hours), use of the hall for a period of 4 hours on the rental day, and subsequent access to complete any cleaning of the hall & kitchen. Additional hours during the rental day or the day before will be charged as listed below

<b><u>Basic Rental Fees:</u></b>	Hall Rental	\$400
	Extra time or a 2 <sup>nd</sup> occurrence to decorate	\$100
	Use of Kitchen	\$50
	Use of the Bar	\$50
	Extra Hours: (per hour/bartender)	\$50
	Deposit (See also below)	\$200

**Bartender fee:**

Any event where the bar is used for alcoholic beverages, will require a bartender. The fee is \$50 for each (4) four hours of bartender availability. Large parties may require two bartenders. (See Attachment III)

**Security Deposit:**

A security deposit will be required at the time the hall contract is signed and may be refunded when the Hall has been inspected for cleanliness and absence of breakage after the event. A cancellation fee of \$75 will be assessed against the deposit if cancellation occurs within one week of the event.

The security deposit is based on the type of hall usage for the event as follows:

Use of the hall only	\$200.
Use of the kitchen (With the hall)	\$250.
Use of the Bar (With the hall)	\$250.
Use of the Hall, Kitchen & Bar	\$325.
Cleaning Fee (If renter desires not to clean)	\$100.
<b>(Cleaning Fee optional-but may be assessed if Hall requires cleaning after inspection)</b>	

**Return of Security Deposit:**

The security deposit will be returned to the renter completely or partially based on an inspection of the property subsequent to the rental day. A copy of the inspection report will be returned to the renter if any part of the security is retained to cover damages or unusual cleaning requirements. Refund checks will be issued by the council treasurer after receipt of the inspection report.

**REDUCED RENTAL FEES:** Reduced rental fees will apply under the following circumstances:

- a) Organizations who rent the hall once a month, for at least three months will be eligible for a reduction of \$75 per rental day if an annual contract is signed.
- b) Charity, Youth, Church groups and schools will receive a \$50 per rental discount.
- c) Members of Council 6419 for will receive a \$75 discount to all rental fees.
- d) Members of other Knights of Columbus Councils will be eligible for a \$50 per rental discount





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**Attachment I Hall Rules & Regulations**

1. The hall must be returned to its original state by representatives of the renting party.
2. Returning the hall to its original state includes:
  - A. Folding all tables and returning them to the rear of hall.
  - B. Folding all chairs and placing them in the chair carts.
  - C. Sweeping the floor of the hall to remove any loose debris.
  - D. Emptying all trash cans into the outside trash container.
  - E. Emptying any trash in waste baskets in the men's and women's restrooms.
3. Please use good judgment when decorating. The use of tacks or nails is prohibited. Decorations are to be removed at the end of activity.
4. Smoking is not permitted in the hall as per state law.
5. All furniture must be handled carefully. Furniture must NOT be removed from the Council Hall.
3. Cleaning the restrooms is not required unless the sinks or toilets have any unusual waste such as vomit or excessive human waste. (Urine or feces)
4. The parking lot should be policed for any excessive waste. (Aluminum cans, cigarette packages, misc. waste)
5. Turn thermostats before leaving to 55 degrees in the winter, 80 degrees in the summer.
6. Turn off all lights.

Initials: \_\_\_\_\_ **(Responsible Party)**                      Date: \_\_\_\_\_



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**Attachment II -- Kitchen Rules & Regulations**

1. The kitchen must be returned to its original state by the renting party.
2. Children are not permitted in the kitchen.
3. **NOTHING** should be taken from the Council Hall, especially dishes, utensils, silverware etc.
4. Use of council table cloths can be arranged for a modest cleaning fee .
5. All dishes, silverware, pots and pans should be washed and returned to their original location.
6. Operating instructions for the use of the stove, steam table, and dishwasher are located by each piece of equipment.
7. Coffee, sugar, creamer, salt, pepper, paper napkins, etc., stored in the kitchen are for Council Use only.
8. Each renter must furnish their own supplies including shortening for grill and oil for the flyer.
9. Pans used for the steam table are NOT to be used for cooking on the stove.
10. Please DO NOT leave left over food in dishes or pans in the refrigerator. (This includes dips, salad dressings, etc.) (This could result in a deduction from your deposit)
11. If any of the large garbage cans have been filled, tie them shut, and place them in the area outside the kitchen.
12. All paper, empty cans, bottles and paper table coverings are to be placed in the large garbage container outside the hall on the west side of the parking lot.
13. At the end of the activity clean and straighten the area, clean all pots, pans, coffeemaker and any other kitchen equipment.
14. Be sure to turn off all ovens, warmers and any other electrical equipment.

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**Attachment III Bar Rules & Regulations**

1. We no longer have a liquor permit because of the excessive cost. The required permits (State & County Permits are \$2,250). We will permit alcoholic beverages to be served. You may purchase your own. Any surplus drinks will be return to you. However, we must serve all alcoholic beverages brought into the hall and retain control over them in our bar. This will comply with our insurance requirements and enable us to prevent anyone from becoming excessively intoxicated.
2. This will require a fee for a bartender which we can arrange. Payment for the bartenders must be done directly with the individuals since they are not employees but independent contractors. .
3. Guests may bring their own alcoholic drinks but they must be stored in our bar and served by our bartender. Drinks may not be removed from the hall . Retaining alcoholic beverages in a parked vehicle and drinking outside in our lot is also not permitted. Violation of this will result in immediate expulsion of the renting party and forfeiture of the security deposit.
4. .We do have soft drinks available and we ask that your guests donate to our volunteer replenishment fund. We will not refuse anyone a soft drink even if they do not donate
5. No children are allowed in the bar area. (***Anyone under the age of 18***)
6. Any individual deemed by council personnel to be intoxicated will be denied further drink service and may be asked to leave. Council personnel will not be responsible for allowing intoxicated individuals to drive a vehicle. A volunteer driver should be arranged by the renting party to take the individual home. A taxi will be gladly called for anyone.
7. No alcoholic beverages or containers may be removed from the hall.
8. Anyone who becomes disruptive or combative will be asked to leave. Failure to comply may result in the county sheriff being called and charges filed.

Initials: \_\_\_\_\_ (***Responsible Party***)                      Date: \_\_\_\_\_