

# Knights of Columbus #2955

All bookings for private parties must be scheduled through the hall manager of the K of C facility. The hall must be rented in the name of an active Knights of Columbus member, and is open to all active K of C members and their guests. The hall manager will be in charge of renting the hall, planning and scheduling dinners, hall plans, and ordering the supplies for the event. No outside private caterers are allowed unless approved by the hall manager and the Columbian Guild. Hall capacity is 500.

**Hall rent is \$700 per day, and \$150 nonrefundable booking deposit is needed to hold the date for your function. Any additional charges shall be paid in full at the time of the event.**

**For Business and Organizations, the charge will be \$60.00 per hour up to the maximum of \$650.00 per day.**

Other items such as: **liquor, soft drinks, keg beer, wine, champagne, and food must be purchased through the Knights of Columbus at reasonable prices.**

Decorations are the responsibility of the party renting the hall. All private property shall be removed the night of the event before the hall is cleaned, otherwise they will be disposed of. Care shall be considered before decorations are fastened to the ceiling, wall, or floor. 12: 00 Midnight is the latest you can stay. The band or DJ shall remove all of their equipment immediately following the event. Knights of Columbus assumes no responsibility of lost or damaged equipment.

The party renting the hall should contact the hall manager 2 – 3 months in advance to make plans for decorating the hall, to open the hall for the event, order the food and beverages, table and seating arrangements and other associated needs. **Four hours have been set-aside for setting up the event. Additional set up time will cost \$25.00 per hour after the initial four hours (except for day of event).** Please ensure all work (wedding cake, decorations, setup, etc.) is scheduled in the time frame and completed by 5pm

The clean up of the hall is the responsibility of the Knights of Columbus. The party renting the hall will abide by the above rules and policies. This contract is subject for approval by Columbian Guild of the Knights of Columbus #2955.

**Any building or structural damage occurred by the renter and/or renters' party will be paid by renter. The Knights of Columbus is not responsible for lost items, theft, accidents, fire, etc.**

**Smoking is Prohibited  
in the Hall**

**Hall Manager – Jennifer McCabe –  
620-255-4000 or email:  
kofc2955@gmail.com**

(Detach and return within 10 days to hold date)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Event Date \_\_\_\_\_  
Deposit of \_\_\_\_\_ Paid on \_\_\_\_\_  
Knights Member \_\_\_\_\_ Date \_\_\_\_\_

**Hall Manager – Jennifer McCabe 620-225-1421 or 620-255-4000  
or email: kofc2955@gmail.com**