

# Knights of Columbus #2955

All bookings for private parties must be scheduled through the hall manager of the K of C facility. The lounge 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 lounge, planning and scheduling dinners and ordering the supplies for the event. No outside private caterers are allowed unless approved by the hall manager and the Columbian Guild. Lounge capacity is 80.

**Lounge rent is \$60 per hour. The lounge is open to all K of C members Sunday – Thursday 3pm – 6pm, Friday & Saturday 3pm – 12am and will only be closed for private functions with Guild approval. Any additional charges shall be paid in full at the time of the event.**

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 lounge. All private property shall be removed the day/night of the event before the lounge 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 lounge should contact the hall manager 2 – 3 months in advance to make plans for decorating the lounge, to open the lounge for the event, order the food and beverages, table and seating arrangements and other associated needs

The clean up of the lounge is the responsibility of the Knights of Columbus. The party renting the lounge 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 Lounge**

**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**