

Rochelle Park Knights of Columbus 2842
235 Rochelle Ave., Rochelle Park, NJ 07662 - 201-843-9613

Request for use of Hall Facilities Only

In consideration of a donation in the amount of _____ plus a \$250 security deposit, K of C 2842 will allow the use of the Council Hall. An additional donation of \$125 is required for kitchen usage does not include utensils or pots, etc.. Full payment in cash is due the day of the party . If booking is within 2 weeks of date of use payment must be in cash.

Date of use _____ # of people _____ between the hours of _____ and _____. If a DJ or band is used their set up and close out time is included in the hours of use. Premise to be vacated at indicated time but no later than Midnight. Any deviation from this and the user will incur a charge of \$100 for the first hour or part thereof. Also note that the posted maximum capacity of the hall may not be exceeded.

Included in the use of the hall will be an ice machine, refrigerator, tables, chairs, break down of tables and chairs and clean up after the event. User must provide all food and plates, cups, utensils, etc. The user must provide table covers (table sizes: 60 inch round plus several 30 by 96). User is responsible for set up of tables and chairs. Nothing may be taped, stapled or tacked onto the walls or tables. The user must remove all food & personal items immediately following the event. Council 2842 is not responsible for any articles left, lost or stolen from user or guest before, during or after the event or for any injuries or damages resulting from the event which takes place in our council facilities during the above indicated use.

After the party an inspection will be made by the council security/bartender and if damages or losses exist, the security deposit will be retained until repair or final settlement is reached. If there is no damage, the security deposit will be refunded within 2 weeks of the date of use.

The user must comply with all Federal, State and local laws including ABC (Alcoholic Beverage Control) regulations. Smoke machines & candles are specifically prohibited. Emergency exit doors must remain closed, clear and accessible at all times. Any false activation of the fire alarm caused by, but not limited to, smoke or manual activation, will result in the user's security deposit being reduced by a minimum of \$100 or the actual cost of fines and repairs incurred.

If the fire alarm goes off (loud noise/flashing lights) EVERYONE MUST VACATE THE BUILDING immediately and await the arrival of the fire department. The fine for non-compliance may be up to a \$500 and we will hold you responsible.

This agreement includes the use of the hall, hall bathrooms, kitchen if additional donation is made and parking as available that day. By no means is use of the grounds, game room, outdoor pavilion, "members only" bar or the parking lot included in the agreement. Should guests be found playing, congregating, etc. in these places and refuse to return to the hall, the event will be terminated and all funds including the security deposit be forfeited.

This agreement is binding on both parties. A minimum deposit of _____ is required. If cancelled the deposit will not be refunded.

User Name _____ Street address _____

City, State, Zip _____ Phone # _____

Hall Use Amount:	\$	Deposit Received:		Date Paid:	
Kitchen (if agreed upon)	\$ 125.00				
Security Deposit:	\$ 250.00	Balance Due:		Date Paid:	
TOTAL DUE:	\$				

User Signature _____ Date _____

Committee Member Signature _____ Date _____