

# ROCHELLE PARK KNIGHTS OF COLUMBUS 2842

235 Rochelle Ave, Rochelle Park, NJ 07662  
201-843-9613

## AGREEMENT FOR USE OF HALL

Organization Name: \_\_\_\_\_ Type of event: \_\_\_\_\_

Event date: \_\_\_\_\_ Approx. # of people: \_\_\_\_\_ To be held between the hours of \_\_\_\_\_ & \_\_\_\_\_

Premises being requested: UPPER HALL \_\_\_\_\_ LOWER HALL \_\_\_\_\_ OTHER \_\_\_\_\_

Premises must be **vacated** at the indicated time but no later than Midnight for the hall (unless special arrangements are made in advance.)

In consideration of a donation in the amount of \_\_\_\_\_ plus a \$250 security deposit. K of C will allow the use of the Council Hall. An additional donation of \$125 is required for kitchen useage, does not include utensils or pots ,etc. Full payment in cash is due day of the party.

Included in the use of the hall will be: ice machine, refrigerator, tables, chairs, coat rack, hangers. A \$100.00 clean up fee must be paid prior to the event date. The organization must arrange with the Bar Chairmen for stocking the bar and must supply their own food. The bar chairman will determine the cost of beverages and submit a bill to your organization which must be paid promptly to the Council.

User agrees to remove all food and personal items before vacating the premises. K of C 2842 will not be responsible for any articles left, lost or stolen nor for any injuries or damages resulting from the event which takes place in our facility during above indicated event.

User must comply with all Federal, State and local laws, including the Alcoholic Beverage Control Commission regulations. No one under the age of 21 shall be served alcoholic beverages and the organization sponsoring the event shall be responsible to enforce that. No beverages are allowed in the parking lots or in the front of the building. Emergency exits may not be utilized for any reason and must remain clear and closed at all times. Candles, smoke machines and such are not permitted. Any false activation of the fire alarm, due to smoke or manual activation, etc... that results in a fine, will be charged to your organization. In the event the fire alarm is activated, **everyone must leave the building**, there are no exceptions to this. Reentry to the building is only permitted after the Fire Department gives the okay. (Fines for this may be \$500.)

This agreement shall be binding on both parties.

Hall fee \$ \_\_\_\_\_

Clean up fee paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

Organization's authorized representative (please print) \_\_\_\_\_

Signature of authorized representative \_\_\_\_\_

Home or cell phone # \_\_\_\_\_ Kitchen included (yes or no) \_\_\_\_\_

Signature of Hall Committee Member: \_\_\_\_\_

Special instructions or agreements:

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