**KNIGHTS OF ST. CASIMIR AID SOCIETY**  
649 Sixth St. NW • Grand Rapids, MI 49504 • Phone (616) 776-0135

**Grand Hall Rental Agreement**

Name of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
City/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Purpose of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entire Rental Fee Balance is due within fourteen (14) days of rental date**.

Event deposit of $100 is due at time of booking, and is nonrefundable in the event of event cancellation. The save the date deposit will be applied to the Security Deposit at time of event.

If renter decides to cancel the event all pre-paid money will be refunded with the exception of the initial $100 deposit.

**The Renter agrees to the following conditions:**

1. Renter cannot sub-rent.
2. Renter is responsible for any and all damages to the hall or its fixtures. No confetti, glitter, open air candles etc. No scotch tape, staples – masking tape only. No candy corn, marshmallows, etc. Wrapped candy only.
3. **Maximum Capacity:** The maximum capacity of the Main Hall is limited to 200 people. Any event that has the potential to reach maximum capacity is required to keep an accurate count of the number of guests throughout the event to remain compliant with local fire code regulations. Exceeding the venue’s capacity may result in penalties, event cancellation, or additional fines per local ordinances.
4. No one is allowed in the Kitchen unless they have paid to use the Kitchen.
5. All activities must be confined to the building; no activities will be permitted outside. Bringing alcohol onto the premises is strictly prohibited; all alcohol will be confiscated and activities terminated with loss of security deposit (this includes the parking lot).
6. Rental is based on six (6) hours of use.
7. Building/Property must be vacated by 12:30 a.m. No alcohol shall be served after 11:30pm. **Last Call for Alcohol will be 30 minutes before your party’s scheduled end time.**
8. **Live Music/DJ’s must be setup on the dance floor**. All Entertainment must end 15 minutes prior to your scheduled events end time.

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1. Alcoholic beverages given to intoxicated person or persons under 21 years of age is strictly prohibited. The person signing this agreement, as renter, and the organization for which they are acting, are legally liable for any damages resulting from illegal alcohol consumption.
2. There is a Michigan Sales Tax on all food and beverages subject to the current tax rate at that time.
3. **Security Deposit:** The security deposit is refundable three (3) days after the event if everything is put back and checked. **Loss of deposit can occur if the inside of the venue or outside parking lot is left in a mess.** A "mess" is defined as excessive litter, food or drink spills, tables not put back into original place, decorations or personal items left behind, or damage to property or fixtures. **Additionally, loss of deposit can occur if our code of conduct has been violated and or our parking lot rules and regulations have been violated.**
4. **Public Advertising:** Any public advertisements for an event must be pre-approved by the Knights of St. Casimir Aid Society. Advertising an event without prior approval may result in event cancellation and loss of the security deposit.
5. **Parking:** Parking is generally included for free as a courtesy to our members and their guests. However, we reserve the right to close the parking lot and charge for parking at any point without prior notice.

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1. Fees are as follows (Circle all that apply):   
   1. Grand Hall Weekday Rental Sun-Thur $650  
   2. Weekend Rental Friday/Saturday $775

3. Bartender 1- 100 guest $125

4. Bartender over 100 guest $250

5. Security Deposit $(250) $\_\_\_\_\_\_

6. Catering $\_\_\_\_\_\_

7. Discounts - $\_\_\_\_\_\_

8. Miscellaneous Fees $\_\_\_\_\_\_

9. Pre-Purchased Alcohol $\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Total from lines 1-9 $\_\_\_\_\_\_\_\_\_\_  
11. Amount Paid $ \_\_\_\_\_\_\_\_\_   
12. Balance Due $\_\_\_\_\_\_\_\_\_

Initial

**I** have received a copy Knights of St. Casimir’s code of conduct

and understand how that applies to me and guests. \_\_\_\_\_\_\_\_

I have received a copy Knights of St. Casimir’s Parking Lot Rules and Regulations

and understand how that applies to me and my guests \_\_\_\_\_\_\_\_

**I agree to the above conditions.**

Renter’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Club Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Final Payment Date \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ Renters Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Payment Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Amount see line 5. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Amount Returned $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Renters Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If rental deposit has been reduced or forfeited please provide details for deposit forfeiture:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Downstairs events at St. Casimir use only:

Bartender(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Clean up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Requests or information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_