

*Knights of Columbus Building Association  
Reservation Contract*

1106 Charlevoix Avenue ~ Petoskey, MI 49770  
www.knightsofcolumbushallrentalpetoskey.com  
231-347-4461

Client: \_\_\_\_\_ Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
Address: \_\_\_\_\_ Event: \_\_\_\_\_  
\_\_\_\_\_  
Insurance Policy No.: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: Home # \_\_\_\_\_ Rental Fee: **Big Bay Room** \_\_\_\_\_ Ck: \_\_\_\_\_ Cash: \_\_\_\_\_  
Cell # \_\_\_\_\_ Work# \_\_\_\_\_ **Little Bay Room** \_\_\_\_\_ Ck: \_\_\_\_\_ Cash: \_\_\_\_\_  
Contact Person in Case of Emergency during Event: Name \_\_\_\_\_ Phone# \_\_\_\_\_

**The undersigned hereby agree to rent the facilities listed above, and equipment of the Knights of Columbus Building Association and Sweetwater Catering Company, Inc. subject to the following conditions:**

1. Full Rental Fee and a \$300.00 Security Deposit is due upon signing the contract, check made payable to the Knights of Columbus Building Association. The date requested is not confirmed until the rental fee and signed contract are received.
2. Payment for the day's event must be made at the conclusion of the event to Sweetwater Catering Company, Inc. (food service management company). A service charge will be included on your final bill for set-up, tear-down and additional cleanup, if required.
3. You must furnish us with a copy of your home owner's insurance policy (need policy #), or a copy of a liquor license if it is required at the time of signing this agreement. Lessee shall obtain and deliver to Lessor a certificate for a fully paid event liability insurance policy in an amount (but in no event less than \$300,000.00 per occurrence) and form acceptable to Lessor. Such certificate of insurance shall name the Knights of Columbus Building Association and Sweetwater Catering Company, Inc. (food service management company) as additional insureds.
4. Knights of Columbus Building Association and Sweetwater Catering Company, Inc. are not responsible for loss, theft or injury on the Knights of Columbus property or for items furnished by the renter. All personal items must be removed after the event. No exceptions.
5. If food service is required in the Big Bay Room, arrangements **MUST** be made with Sweetwater Catering Company, Inc., the exclusive food service management company. We are a licensed and insured food service management company.
6. There will be **No Smoking** inside the building at anytime. Cigarette butts must be disposed in supplied containers outside of building to avoid additional cleaning charge and possible loss of security deposit.
7. Minors will not be served, cannot consume or possess alcohol at anytime or anywhere on property.
8. The Food Service Management reserves the right to approve all decorating. No decorations will be attached to the walls or ceilings. Votive or Water Candles Only. "As a Catholic facility, The Knights of Columbus Hall requires that the Monument dedicated to the Unborn at the entrance to the hall remain viewable and unencumbered at all times and for all functions. Any and all decorations or adornments are subject to the approval by management."
9. Lessee shall defend and indemnify and save lesser and Sweetwater Catering Company, Inc. (food service management company) harmless from and against any and all claims, actions, damages, liability (including liquor liability) and expense in connection with the loss of life, personal injury and or damage to property arising from or out of any occurrence in, upon or at the leased premises, or the occupancy or use by lessee of the leased premise.
10. Music will end at 11:00 P.M., No Exceptions. The premises must be vacated by 12:00 A.M. Forfeiture of security deposit will occur if premises are not completely vacated promptly by 12:00 A.M.
11. All set-up and tear-down of tables and chairs will be done by Sweetwater Catering Company, Inc. (food service management company) when food service is provided. There is a labor charge for this service. The fee is based on the time required to set-up and tear-down.

**I/We have read the above contract, rules and regulations with the Knights of Columbus Building Association and Sweetwater Catering Company, Inc. I/We agree with the terms presented and assume responsibility for all of the above mentioned. RENTERS ARE RESPONSIBLE FOR ALL DAMAGES & EXCESSIVE CLEAN UP AND WILL BE CHARGED FOR THEM**

**\*A refund of the rental fee will be given if the cancel date can be filled.\***

**\*No refund will be given if date is cancelled within 60 days prior to the event\* Please sign and return with check for total payment due, including rental fee, security deposit and proof of host/liquor liability insurance.**

Signature: \_\_\_\_\_ Date of Agreement: \_\_\_\_\_