

# Columbus Association Hall Rental Contract

THIS FACILITY RENTAL AND USE AGREEMENT (this "Agreement") is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ of 20\_\_ between the Columbus Association of Chippewa Falls, Inc. (the "Owner") and

Print Name of User\_\_\_\_\_

Print Name of User\_\_\_\_\_

(hereinafter the "User" or "Users") for the rental of the Columbus Hall, located at 236 Pumphouse Road, Chippewa Falls, WI, 54729 (the "Hall").

## USE OF THE HALL

1. The User(s) agree to rent the Hall on (date) \_\_\_\_\_ from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM or \_\_\_\_\_ All Day (the "Rental Period") for the sum of \$ \_\_\_\_\_, due upon the signing of this Agreement. The Hall shall not be reserved for User's Event until such time as the entire amount is paid in full.
2. **If this Agreement is cancelled by User(s) more than five (5) calendar days after signing this Agreement, the entire amount paid shall be forfeited to the Owner.**
3. User(s) shall not sublet the Hall, transfer the use of the Hall during the Rental Period to another, or allow another person or group to use the Hall for any event during the Rental Period. Any attempt by User(s) to assign User(s) rights under this Agreement shall be deemed null and void.
4. The User(s) is/are renting the Hall for the following function:  
\_\_\_\_\_
5. User(s) shall not alter or change the function for which the Hall is being rented without prior consent from the Owner.
6. User(s) is/are renting the Hall only for the day(s) listed above. Rental of the Hall will include the following (unless deleted), during the Rental Period:
  - a. Use of the Hall and parking lot.

- b. Use of the kitchen facilities. (User(s) and/or Caterer are responsible for cleaning the kitchen.)
  - c. Use of the walk-in cooler and tap unit for beer.
  - d. KC janitorial service following User(s)'s event.
7. User(s) agree(s) to reimburse Owner for the cost to repair any damages to the Hall (building, parking lot, other fixtures, and real estate included) caused by User(s) and/or User(s), guests, employees, invitees, or contractors, during the Rental Period and during any time prior to the event that User(s) is allowed use of the Hall before or after the Rental Period. **Additionally, User(s) agree(s) to pay for all attorney fees incurred to collect any such damages.**
8. **Hall Door Key** : User(s) may pick up the keys for the Hall from Horan Funeral Home one to three days prior to the Rental Period between 9:00 a.m. and 5:00 p.m., Monday through Friday, and shall return the keys to Horan Funeral Home the first business day following the Rental Period or may be dropped off in the funeral home mailbox after hours. Hall rental contract will be needed for key pickup. The key fob includes entrance door outside key, entrance door hex unlocking key and cabinet key. Horan Funeral Home is located at 420 Bay St. in Chippewa Falls.

### **DECORATIONS AND HALL SETUP**

9. User(s) agree(s) to remove all decorations and personal items from the Hall at the end of the Rental Period and to vacate the premises, provided that User(s) and guests may leave cars in the parking lot overnight. If another event is scheduled for the next day, your Contact Person will advise you of the time that cars will need to be removed from the parking lot, two hours before that event is scheduled to begin, and any cars not removed by that time may be towed.
10. User(s) shall not use tape, nails, pins, staples, screws, wires, or tacks to fasten decorations or other materials to the walls, woodwork, floors, ceilings, or draperies. Without limitation of Owner's rights under Paragraph 6, above, User(s) shall be assessed a minimum fee of fifty dollars (\$50) if any of the aforementioned items are found to have been attached to the walls, woodwork, floors, ceilings, or draperies during the Rental Period.
11. User(s) shall not place any decoration or other item behind the ceiling tiles or their supports. Special hooks for hanging decorations from the ceiling are available by contacting the Contact Person prior to the Event.

12. User(s) may use tape to attach items to the tables, but all tape must be completely removed by User(s) at the end of the Rental Period.
13. Portable trellises, draperies, or similar items, shall not be placed near the beer taps.
14. User(s) may arrange the tables in the Hall however the User(s) wish(es) for the Event. User(s) shall not drag the tables across the floor. Special chairs are available for the head table. At the end of the event tables and chairs may be left where they are, provided they are inside the Hall.
15. Heating and Cooling, the hall has 2 heat pump controllers labeled 1 & 2, both controllers to be turned on for even temperature. These are located in the meeting room on the wall by the bingo sign. After the event adjust temperature for energy conservation. Winter: Turn heating temperature down to 63°  
Summer: Turn cooling temperature up to 80°
16. User(s) shall not hang, attach, or affix any signage on or to the Hall or other permanent fixtures on the Premises. Free-standing lawn signs less than two feet by two feet (2' x 2') may be placed at the entrance to the Hall and/or premises, provided that any signage to be displayed must be approved by the Contact Person prior to display.

### **FOOD AND BEVERAGES**

17. User(s) may hire any caterer they wish, provided that any such caterer must possess a current Food Manager's Certificate issued by the State of Wisconsin. User(s) and/or Caterer shall be responsible for cleaning the kitchen at the end of the Event, including mopping the floors and cleaning the preparation surfaces.
18. User(s) shall not sell alcoholic beverages without a valid license. User shall provide whatever cups User will need for beer, soda, or other beverages.
19. User(s) may order beer from any appropriately licensed vendor they wish. (Vendors generally will deliver beer directly to the Hall, and pick up containers after the event.)
20. Dishes, glasses, silverware, and linens must be supplied by the User(s) and/or any Caterer. User(s) and/or Caterer shall not use the dishes, glasses, silverware, cookware, cooking utensils, or linens that are stored at the Hall by Owner.

## **CLEANUP**

21. User(s) shall remove all recyclables and cardboard brought to the Hall by User(s) and/or any Caterer from the Hall at the end of the Rental Period. Recyclables shall not be placed in the garbage dumpster at the Hall.
22. User(s) shall removal all garbage at the Hall containing foods, liquids, or other perishables to the garbage dumpster in plastic bags at the end of the Event. Animal waste and carcasses shall be removed from the site and not placed in the Hall dumpster. If the garbage created overfills the current dumpster an additional fee of \$100 per dumpster load will be charged.
23. User(s) shall turn off all lights, close and lock all doors, adjust heat and cooling for energy conservation, and turn off any running water in the Hall before leaving at the end of the Event. Keys can be returned to Horan Funeral Home by next business day or left in their outside mailbox.

## **MISCELLANEOUS**

24. This Agreement shall be construed in accordance with the laws of the State of Wisconsin. Any dispute, suit, or other proceeding related to, arising from, or otherwise connected to this Agreement or the Event shall be filed or entered into only in the Courts of the State of Wisconsin, which shall have exclusive jurisdiction and venue to adjudicate any such controversy.
25. Any portion of this document deemed unlawful or unenforceable by a court of competent jurisdiction is severable and shall be stricken without any effect on the enforceability of the remaining provisions.
26. This Agreement may be executed in one or more counterparts, each of which shall constitute an original document, but all of which taken together shall be deemed one and the same instrument.
27. The Contact Person or persons for this Event, in case of emergency, etc., is listed at the end of this contract or by the Hall phone and bulletin bd.

28. Knights of Columbus Trademarks

User may only identify the location of the event by using the address of the Hall as set forth above and the name "Columbus Hall". User shall not use or display any Knights of Columbus trademarks, including, without limitation, its name, logos and emblems, in any way, including, but not limited to, in the promotion of the User's event or on any website and/or in social media.

**WAIVER AND INDEMNIFICATION**

**29. User(s) hereby RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE Owner from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by User(s), or to any property belonging to User(s), incurred during the Event, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE OWNER, or otherwise and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law.**

**30. User(s) further AGREES TO INDEMNIFY AND HOLD HARMLESS THE OWNER from any loss, liability, damage, or costs, including court costs and attorneys' fees that Owner may incur due to User(s) Event, including any liability, claim, demand, action, or cause of action sustained by any guest, invitee, employee, or independent contractor of User(s), WHETHER CAUSED BY NEGLIGENCE OF OWNER or otherwise, to the fullest extent allowed by law.**

**31. IN SIGNING THIS AGREEMENT, USER(S) HEREBY ACKNOWLEDGES AND REPRESENTS THAT User(s) has read the foregoing two paragraphs, understands them and signs this Agreement voluntarily as User(s)'s own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; that User(s) is/are at least eighteen (18) years of age and fully competent, or if User is an entity, that the person signing this Agreement has the requisite authority to bind that entity by his or her signature; and User(s) executes this Agreement for full, adequate and complete consideration fully intending to be bound by same.**

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the date first above written.

Signature of User \_\_\_\_\_

Date \_\_\_\_\_

Print Name of User \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Signature of User \_\_\_\_\_

Date \_\_\_\_\_

Print Name of User \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Amount received \$ \_\_\_\_\_ Check / Cash

Owners Agent \_\_\_\_\_ Date \_\_\_\_\_

Columbus Association of Chippewa Falls, P.O. Box 731, Chippewa Falls, WI 54729

Phone 715-726-2002

Email: [Columbus.Assoc.CF@gmail.com](mailto:Columbus.Assoc.CF@gmail.com)

Website: [KofC974.com/hall-rental](http://KofC974.com/hall-rental)

**MAKE ALL CHECKS PAYABLE TO  
"COLUMBUS ASSOCIATION OF CHIPPEWA FALLS"**

**Hall Contacts**

Mark Stuttgen 715-944-9887

Paul Nevins 715-523-1009

Tom Weyenberg 715-861-3114

Tim Tozer 715-271-4737

Robert Parkhurst 715-225-0549