

**RENTAL AGREEMENT**

**HIGHWAY 6 COLUMBUS CLUB; 11100 Highway 6 Hitchcock, Texas 77563**

**888-521-4003**

**RENTER INFORMATION AND RENTAL DETAILS:**

REQUESTED EVENT DATE \_\_\_\_\_

RENTER'S NAME \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

HOME/BUSINESS PHONE \_\_\_\_\_ CELL \_\_\_\_\_

D.O.B. \_\_\_\_\_ DL# \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

PURPOSE/DESCRIPTION OF EVENT \_\_\_\_\_

HALL SPACE REQUESTED: Cortese Room (Large Hall) \_\_\_\_\_ Meeting Room (Small) \_\_\_\_\_ Both \_\_\_\_\_

EVENT TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_ NUMBER OF EXPECTED GUESTS: \_\_\_\_\_

WILL ALCOHOL BE SERVED AT THIS EVENT: YES \_\_\_\_\_ NO \_\_\_\_\_

IS ALCOHOL PERMITTED (BYOB) AT THIS EVENT: YES \_\_\_\_\_ NO \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

**MAKE RENTAL & DEPOSIT CHECKS PAYABLE TO: KNIGHTS OF COLUMBUS COUNCIL #10393**

*See page 2 for instructions for cleaning fee and security payments*

**NOTES FOR OFFICE USE ONLY (leave blank)**

DATE CONTRACT RECEIVED: \_\_\_\_\_

FEE PAID/DATE:	Large	Small
Rent	_____/_____/_____	_____/_____/_____
Damage Deposit	_____/_____/_____	_____/_____/_____
Cleaning Fee	_____/_____/_____	_____/_____/_____

LAST DATE FOR FULL REFUND (60 days prior to event): \_\_\_\_\_

SECURITY OFFICERS NEEDED FOR EVENT: NO YES: SECURITY CONFIRMED \_\_\_\_\_

EVENT PLACED ON KC CALENDAR: \_\_\_\_\_

PRE-EVENT WALK-THROUGH: \_\_\_\_\_  
(Review Contract on-site renter responsibilities, door code, wi-fi password)

POST-EVENT WALK-THROUGH: \_\_\_\_\_

DAMAGE DEPOSIT REIMBURSEMENT: APPROVED \_\_\_\_\_ CHECK REQUEST SUBMITTED \_\_\_\_\_

**RENTAL FEES:**

**CORTESE (LARGE) ROOM:** (60' x 68'= 4,080 SQFT) **\$670.00** – Includes use of the kitchen & ice machine; a separate check for the \$500.00 refundable damage deposit; and a separate check for \$330.00 cleaning fee made out to Julie Trigo. Make rental and deposit checks payable to Knights of Columbus Council 10393.

**MEETING (SMALL) ROOM** (25' x 49'= 1,225 SQFT ) **\$300.00-** (4) hours- Includes use of the kitchen, ice machine; a separate check for the \$250.00 refundable damage deposit; and a separate check for \$150.00 cleaning fee made out to Julie Trigo. Make rental and deposit checks payable to Knights of Columbus Council 10393. Additional rental time is \$30.00 per hour.

**Mandatory Security:** Renter must have security personnel at all times during an event where more than 150 people are invited, or any event where alcohol will be served or consumed. Security is required for the safety of his/her guests and the facility. The security fee is \$35.00 per officer, per hour (4-hour minimum) paid directly to the officer before the commencement of the event. The officers are coordinated through the Precinct 2 Constables office and paid for by the Renter. Contact Constable Deputy Tiffany Atkins at 409-877-2759 directly. Security is **required** to be onsite at all times when guests are on the premises, and afterwards until the facility is secured and locked. **WARNING: NON-PAYMENT OF SECURITY PRIOR TO THE START TIME WILL RESULT IN CANCELLATION OF THE RENTAL CONTRACT and STOPPING OF THE EVENT.**

**Indemnity**

Renter will protect, indemnify and hold the Knights of Columbus Council #10393 and the Highway Six Columbus Club, and their Officers, Agents and Members, harmless from and against all damages, liabilities, obligations, claims, damages, penalties, judgements, causes of action, costs and expenses (including without limitation, reasonable attorneys' fees and expenses) imposed upon or incurred by any claim arising out of an event where the facility is rented, by reason of (a) any accident, personal injury to and/or death of renters or any person, or loss of or damage to any property occurring on or about the facility, any common area of the facility or outside the facility resulting from any act or omission of renter or its employees, agents, representatives; or attendees (b) any failure on the part of renter or its employees, agents, representatives or attendees to perform or comply with any of the terms of this Agreement. In case any action, suit or proceeding is brought against Knights of Columbus Hall or its owners by reason of any such occurrence, renter will, at renter's expense, using legal counsel, resist and defend such action, suit or proceeding, or cause the same to be resisted and defended. Any claim must be approved by Knights of Columbus #10393 and the Highway Six Columbus Club.

I (We) hereby affirm that I (We) have read and understand the contents of this contract and fully agree to comply with said policies and requirements.

Responsible Person (Please Print full name) \_\_\_\_\_

Signature of Responsible person \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

KC Representative \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_



\_\_\_\_ **14. Multiple Rental Requests:** In the case of two or more request for rental for the same date, the rental will be on a first- come, first paid basis.

\_\_\_\_ **15. Payment Required for Reservation:** Reservations will be effective when complete contract and full payment is received.

\_\_\_\_ **16. Refunds:** The damage deposit will be returned to the address on the contract within two weeks after the event if there is no physical damage to the property or violations of the contract.

\_\_\_\_ **17. Security Required:** Police Officer(s) are required for rentals. The number *of* officers required will depend on the number of guest expected and the serving of alcohol. There is a four-hour minimum for each officer.

\_\_\_\_ **18. Renter Responsibility:** Total and final responsibility lies with the person and/or the head officer of the organization signing the contract. As the renter, you are required to ensure that all caterers, disc jockeys/musicians, decorators, bartenders, guests, etc., are aware of the rules and regulations of this contract.

\_\_\_\_ **19. Safety Requirements:** For safety purposes, rice, confetti, sparklers, fireworks, etc., are not to be thrown or used anywhere in/on the premises. This includes all buildings, walkways, parking areas or any open spaces.

\_\_\_\_ **20. Prohibited Events-Wedding Ceremony/Quinceanera:** Wedding ceremonies are not to be **performed on premises as part of a wedding reception.** Quinceanera party or celebration are not allowed on premises.

\_\_\_\_ **21. Insurance:** Any organization requesting rental is required to provide proof of insurance coverage for themselves as well as Knights of Columbus Council #10393. A copy of the declarations page of the policy must be submitted at the time the signed contract and deposits are finalized.

\_\_\_\_ **22. Damage Fees:** Damage to the facility/table/chairs etc.: Replacement cost for banquet chair is \$25.00 and replacement cost per table is \$140.00. Fees for any marks, dents or holes to the walls, or other damage to the facility will be calculated at the market rate for repairing the damage.

\_\_\_\_ **23. Force Majeure:** In the event of a storm, flood or any other act of God, this contract will not apply, and any fees deposited will be refunded.

\_\_\_\_ **24. Breach of Contract:** Any variance or deviation from this contract and its rules and regulations will result in the direct forfeiture of your deposit.

\_\_\_\_ **25. Use of Dollies:** All chairs, tables and dias (stage) components are to be moved on the dollies/carriers that are provided at the facility. At no time are any of these items to be dragged over the floors of the facility.

**ACTIVITIES PROHIBITED:**

- \_\_\_\_\_ 1. Fireworks or pyrotechnics are prohibited inside, outside and around the facility\*.
- \_\_\_\_\_ 2. NO SMOKING/Vaping OR TOBACCO products are allowed inside or on the premises, except for the designated smoking porch behind the building.
- \_\_\_\_\_ 3. ABSOLUTELY NO OPEN FIRES INSIDE OR OUTSIDE THE PREMISES.
- \_\_\_\_\_ 4. Do Not remove tables and chairs from the building.
- \_\_\_\_\_ 5. Do not allow guest to sit on any of the tables, counter tops or on the sinks in the restroom.
- \_\_\_\_\_ 6. ABSOLUTELY NO streamers, balloons or any decorations to be attached to the ceiling.
- \_\_\_\_\_ 7. No decorations to be attached to walls with tacks, pins, tape, glue, etc!
- \_\_\_\_\_ 8. No duct tape of any kind to be adhered to the floors.
- \_\_\_\_\_ 9. DO NOT allow youth in the kitchen without proper supervision.
- \_\_\_\_\_ 10. NO ALCOHOL ALLOWED ON PREMISES WITHOUT PROPER SECURITY!
- \_\_\_\_\_ 11. Fry kitchen is for entrance only! It's use is not part of the rental agreement.
- \_\_\_\_\_ 12. NO ALCOHOL TO BE SOLD ON PREMISES

By signing this List of Activities Prohibited, Renter\*\* acknowledges having read, understood, and agrees to these prohibitions. Renter understands that this is binding on both the renter and any organization they represent.

\_\_\_\_\_  
RENTER

\_\_\_\_\_  
KC Representative

\_\_\_\_\_  
Organization

\_\_\_\_\_  
DATE

\* Facility is defined as the property located at 11100 Highway 6 Hitchcock, Texas 77563.

\*\* Renter is identified as the renter of the Facility. Renter can be an individual, group or organization.

**ADDENDUM TO EVENT RENTAL AGREEMENT**

**KNIGHTS OF COLUMBUS TRADEMARKS AND SERVICE MARKS**

Renter may only identify the location of the event by using the address of the Facility as set forth above. Renter shall not use or display registered and unregistered trademarks, service marks, and subordinate unit memorabilia of Knights of Columbus, including, without limitation, its name, logos, and emblems (collectively "Marks"), in any way, including, but not limited to, in the promotion of the Renter's event or on any website and/or on social media.

**MISREPRESENTATION:** Renter attests, represents and warrants that it has, at all times, honestly and accurately described its intended purpose and use of Corporation's facility for the event to a duly authorized representative of corporation and as set out above. If Renter engages in any dishonesty, misrepresentation, deception, or misleading conduct in connection with its rental of Corporation's Facility, or fails to comply with any of the terms herein, Corporation may terminate this Agreement at any time without prior notice and retain Renter's security deposit. The rights, powers and remedies of Corporation are in addition to, and not in substitution of, that which may be available to Corporation. Failure by Corporation to exercise any of its rights, powers and remedies hereunder, or its delay to do so, does not constitute a waiver.

For the purposes of the Rental Agreement and this Addendum, "Renter" includes the undersigned Renter as well as its employees, agents, invitees or any other person who may be at Corporation's Facility for the purposes of the Event. If there is any inconsistency between the provisions of this Addendum and the Rental Agreement, the terms in this Addendum will govern.

Renter Signature \_\_\_\_\_

Date \_\_\_\_\_

FACILITY CHECKLIST

Renter Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Date and Time of Pre-Event Walk through: \_\_\_\_\_

\_\_\_\_\_ Entry Hall in Good Condition

\_\_\_\_\_ Room(s) in Good Condition

\_\_\_\_\_ Kitchen in Good Condition

\_\_\_\_\_ Bathrooms in Good Condition

Notable Defects (Damage):

\_\_\_\_\_  
(Signed) Renter

\_\_\_\_\_  
(Signed) Hall Representative

Date and Time of Post-Event Walk through: \_\_\_\_\_

\_\_\_\_\_ Entry Hall in Good Condition

\_\_\_\_\_ Room(s) in Good Condition

\_\_\_\_\_ Kitchen in Good Condition

\_\_\_\_\_ Bathrooms in Good Condition

Notable Defects (Damage):

\_\_\_\_\_  
(Signed) Renter

\_\_\_\_\_  
(Signed) Hall Representative