

WHITMAN KNIGHTS OF COLUMBUS FUNCTION HALL INFORMATION

1. **FRIDAY & SATURDAY EVENTS:** The rental fee is **\$600.00** for a minimum 4-hour function. (Not to exceed 11:00 p.m.) A \$100.00 deposit is required to reserve the Hall. The remainder is due two weeks prior to the start of the event. Also, a one-hundred-dollar (\$100.00) cleaning deposit is required for cleanup and any potential damage. Cleaning deposits will be returned within forty-eight hours, provided there is no damage and clean up has been completed.
No beverages will be served after 11:00 p.m. The Renter is allowed NINETY MINUTES prior to the starting time of the event for set-up and ONE HOUR after ending rental time on contract for breakdown and cleanup. **HALL MUST BE VACATED BY 12:00 A.M.**

2. **WEEKDAY & SUNDAY EVENTS:** The rental fee is **\$500.00** for a minimum 4-hour function. (Not to exceed 6:00 p.m.) A \$100.00 deposit is required to reserve the Hall. The remainder is due two weeks prior to the start of the event. Also, a one-hundred-dollar (\$100.00) cleaning deposit is required for cleanup and any potential damage. Cleaning deposits will be returned within forty-eight hours, provided there is no damage and clean up has been completed.
No beverages will be served after 6:00 p.m. The Renter is allowed NINETY MINUTES prior to the starting time of the event for set-up and ONE HOUR after ending rental time on contract for breakdown and cleanup. **HALL MUST BE VACATED BY 7:00 P.M.**

3. The above fee includes Waitstaff and or Host. Waitstaff is mandatory even if it is an alcohol-free function. **ABSOLUTELY NO BEVERAGES ARE PERMITTED TO BE BROUGHT INTO THE HALL**, with the exception of a coffee and tea service. **NO BEVERAGES ARE TO BE CONSUMED OUTSIDE OF THE FUNCTION CENTER.**

4. A Police Detail or in-house Host may be required, depending on circumstances with each individual event per order of the BOARD OF DIRECTORS. If required, the Police Detail and /or Host fee must be paid by the renter no later than one week in advance of the event.

5. **DECORATIONS ARE NOT ALLOWED ON PAINTED WALLS. NOTHING CAN BE ATTACHED TO THE CEILING.**

6. Music must be kept at a level as not to disturb neighbors close to the Function Center. Wait staff and or Host will monitor music during your event and will inform Renter or DJ if the music is excessive. Fire Laws prohibit any open flames in our facility.

7. You or your choice of caterers are welcome to use our kitchen facilities, however, the kitchen will be inspected before the close of your function and it must be left in a clean and satisfactory condition, or a cleaning fee will be imposed on the renter.

8. **NO CONFETTI OR RICE IS ALLOWED ON THE PREMISES.** Decorative “glitter” can be used sparingly in the middle of the tables.

9. **Tablecloths are NOT provided**, 84-inch round or 72-inch square will cover our sixty-inch round tables. Our oblong tables are eight foot and require a 54 x 108 size tablecloth.

We are required by the Knights of Columbus, State law, and Town of Whitman Fire Department, Building Commission AND Board of Health guidelines to enforce these regulations regarding use of the facilities.

RENTER

DATE

KNIGHTS of COLUMBUS STAFF