



KNIGHTS OF COLUMBUS - COUNCIL 5281 AYLME
78, RUE PRINCIPALE
GATINEAU, QC J9H 3L7 (819) 684-5552
www.chevaliers5281.ca

HALL RENTAL CONTRACT

Hall Capacity: 140 people

The leasee or applicant will be responsible for the integrity of the building and its contents (tables and chairs) and any/all damages to interior or exterior during the activity; access to the kitchen will be limited to the use of the two (2) coffee urns and of one (1) refrigerator; including two (2) ladders for putting up decorations in the reception hall.

Smoking inside the Hall is strictly prohibited.

Decorations

Access to the hall the night prior to the event, if the bar is operational or opening at 10:30 the morning of the event.

Closure: 18:00 Sunday 01:30 Party

- No drinks can be brought in (including soft drinks, water, punch - with or without alcohol) but chips, condiments or food (with or without hotplates) will be accepted
- The stove and fryer are not to be used and are not for rent
- The leasee or applicant will remove all decorations and tablecloths
- At the end of the event, the lessee or applicant will not have to clean the floors or rearrange the tables and chairs

Cost

Showers, Baptisms, Funerals	(Saturday)	\$250	(Sunday)	\$150
Weddings & Parties (Special Events)		\$250		
Business Meetings (Corporate Events)		\$250		
Projector		\$40		
Cost per tablecloth used		\$1		

Conditions

- The total rental cost must be paid before the beginning of the event
- **The deposit (minimum \$50) is non-refundable unless advised 60 days prior to the event and with a valid reason**
- Additional cost will be incurred for cheques that are NSF (non-sufficient funds) in the amount of \$45

Restrictions

- Alcoholic beverages are not permitted outside the building or in the parking area;
- The use of adhesive tape (i.e.: scotch tape) is not permitted, except for the 3M type;
- Thumb tacks, staples, nails are not permitted for decorations, except for the use of floating candles;
- Confetti, rice, stars of any kind are not allowed. (In the event that any additional cleaning must be completed due to the use of the identified objects, there will be a \$150 service charge).

Do NOT drag tables and chairs across the floor during Hall setup. The Knights of Columbus require that the lessee have supervision for their event. The lessee must be present or delegate someone to be present throughout their activity.

The Knights of Columbus, Council 5281 reserves the right to cancel any activity which is held in its building and has the authority to remove or have removed any individual if they feel that any part of this agreement is not respected as envisaged or that the facility is not being used for the purpose intended.

I have read, understood and agree to all the terms and conditions above.

SIGNATURES (LEGIBLE PLEASE):

Event: _____ Date: _____

LEASEE: Client _____ Date: _____ Tel#: _____

Renter: KofC _____ Date: _____

Deposit Amount Paid: \$ _____ Date: _____

Balance Owing: \$ _____ Date: _____

REV: Jan 2017