

# Columbus Club Association of Lubbock

4702 130th Street  
Lubbock, TX 79424

P. O. Box 53314  
Lubbock, TX 79453

Michelle Hillstrom  
Hall Manager, 806-686-4731  
www.kofc3008.org

## Rental Agreement and Application

Renter:  Contract No.:

Contact Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Date:  Set up time: \_\_\_\_\_ End: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Attendance: \_\_\_\_\_ Columbus Hall capacity is 450 people.

\_\_\_\_\_ . \_\_\_\_\_

Rental Fee:

minus \_\_\_\_\_ . \_\_\_\_\_

Booking Deposit: Non-Refundable, due at signing.

equals \_\_\_\_\_ . \_\_\_\_\_

Balance:

plus \_\_\_\_\_ . \_\_\_\_\_

Damage Deposit: Re-Fundable if no damage is found.

equals \_\_\_\_\_ . \_\_\_\_\_

Balance: Due before event.

Refund Check payable to and mail to address (if different than contact information)

Name: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Renter represents and warrants that information is true and correct, and has read, understands, and will comply with the Columbus Club Rules. If an organization, renter is authorized to sign agreement on behalf of the organization. The signee personally guarantees the obligations of the organization or group using the facility.

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Columbus Hall Manager

\_\_\_\_\_  
Date

## Terms and Conditions

### General Information

Rental Fee includes the following:

Security	Two uniformed security guards will be provided.
Tables & Chairs	Enough to seat 450 people.
Kitchen	Use of the kitchen on the south side is permitted.
Clean Up	Clean up is done by the Columbus Hall Maintenance crew. No exceptions.

Booking Fee:

The booking fee is required to hold your date and **MUST** be paid when the agreement is signed. The booking fee is non-refundable. Should you cancel your event, you may transfer the booking fee to another available date within one year.

Damage Deposit:

An additional refundable \$500.00 damage deposit is required before the use of the Columbus Hall. Damage deposit may be used to cover any extra cleaning costs beyond typical cleanup. If no damage or extra cleaning is detected, this deposit will be returned within 30 days of the event.

The Columbus Club Association of Lubbock reserves the right to refuse use of the Columbus Hall to any person or group. Agreement and deposits will only be accepted by Columbus Hall Manager. Columbus Hall Manager is responsible showing the Columbus Hall and explaining the term and conditions and can be reached at 806-686-4731.

### Rules

1. The Texas Alcoholic Beverage Commission Regulations strictly forbids the sale of alcoholic beverages.
  2. Please set up only the amount of tables and chairs needed for your event.
  3. No rental will be made to minors. When minors are in attendance, at least two (2) adults must be present for every twenty (20) minors. Alcoholic beverages will be at the sponsoring adult's discretion and solely their responsibility.
  4. Security guards are required at all rentals. Upon arrival the guards will take possession of the keys and will lock up when the event is over. **The time for lock is 1:30 a.m. NO EXCEPTIONS.** Any music, i.e. band or DJ must promptly finish by 12:30 a.m. This will allow them sufficient time to clear the premises by lock up at 1:30 a.m. The security guards will strictly enforce this policy.
  5. Any articles currently on the walls may not be removed unless permission has been granted.
  6. Decorations may be used. They are to be attached by tacks only. Please do not use staples, tape, or nails. No decorations on any part of the ceiling or ceiling fans will be permitted. The renter is responsible for removing any and all decorations. Any decoration left behind will be disposed. The Columbus Club is not responsible for any personal items left behind.
  7. No "Sub-leasing" is permitted.
  8. This agreement may not be modified or amended except through an express written agreement signed by both Parties.
  9. Renter may only identify the location of the event by using the address of the Facility or Columbus Hall. Renter shall not use or display Knights of Columbus trademarks, including, without limitation, its name, and emblems, in any way, including, but not limited to, in the promotion of the Renter's event of on any website.
  10. Renter attests, represents and warrants that it has, at all times, honestly and accurately described its intended purpose and use of the Association's Facility for the event to the Columbus Hall Manager. If Renter engages in any dishonesty, misrepresentation, deception, or misleading conduct in connection with its rental of the Association's Facility, or fails to comply with any of the terms herein, Association may terminate this Agreement at any time without prior notice and retain Renter's booking deposit. The rights, powers and remedies of Association are in addition to, and not in substitution of, that which may be available to Association. Failure by Association to exercise any of its rights, powers and remedies hereunder, or its delay to do so, does not constitute a waiver.
- I hereby attest I have read and understand the term and conditions stated above. I will comply with the rules.

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Signature

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Date