

# KNIGHTS OF COLUMBUS

COUNCIL #1575

1028 North Elm Street  
Fairmont, Minnesota 56031  
507-238-9340



## BUILDING RENTAL CONTRACT -----updated 11-2022

**Partial Day**, morning, noon and afternoon are available (**Monday thru Thursday**) at a cost of \$1 per person, **\$150** minimum, for '1' room or \$1 per person **\$200** for two rooms. "Partial Day" is defined as '4' hours of use or less. **Full day rentals** (UP TO 8 HOURS) are available (Monday thru Thursday) at a cost of \$1 per person with a **\$200** minimum for '1' ROOM or \$1 per person **\$250** minimum for '2' rooms. **Sunday Rental** fee's are \$1 per person, **\$175** minimum for '1' room (up to 4 hours) or \$1 per person **\$225** minimum for '2' rooms (up to 4 hours). The cost for up to 8 hours is \$1 per person **\$200** minimum for '1' room or \$1 per person **\$300** minimum for '2' rooms. The maximum fee for Sunday thru Thursday rentals is \$400..

**Weekend rentals** (Friday & Saturday) are available at a cost of **\$550**, of which **ALL is due at the time of the contract signing**. The "Patio Area", weather permitting, will be included in this price, but will not have any tables and chairs available. A rental price of **\$600** will include the "Patio Area" and will include tables and chairs that will seat 100 people.

There will be a \$1.25 per plate charge (plus tax) for the use of the Knights of Columbus plates, cups, glasses and tableware. Wine glasses are also available for rent at an additional cost of \$.20. Tables will be set-up and covered with a white plastic table covering, included in the rental price. Linen table cloths are available for rent from any of our local caterer's. If the linen table coverings are provided to the Knights of Columbus '3' days prior to the event, the KC's will set the table for you. Clean-up, including the removal of dishes when the meal is completed, is part of the per plate charge. The renter is responsible for removing any of their wanted items at the conclusion of the rental. Any items left in the hall will be disposed of as the facility is cleaned. If not using our dish service, disposable dishware can be used, at which time a **garbage fee of \$20 per bag** will be charged. Please note that "Serving Dishes" are not provided as part of our per plate charge.

The Knights of Columbus may require a "**Security Guard**" for any event. Security will be used to enforce the "No Smoking Policy", the Underage Drinking Laws, and to ensure that there is no damage done to the property. If the security person meets with any resistance our local Law Enforcement will be called to take care of any problems. The rate for this service will be **\$25.00 per hour** (plus tax) paid by the renting party. The use of a "Security Guard" will be at the discretion of the Knights of Columbus.

The renter will be required to pay **THE ENTIRE** rental cost at the time that this contract is signed. The Knights of Columbus, with the signing of this contract by both parties, will guarantee the facility for the date of the event. The rental fee paid in advance is forfeited if the individual renting the facility cancels for any reason. If the facility can be rented to another Party on the cancelled date, one-half of the rental fee will be refunded to the cancellation party.

Party Renting Facility \_\_\_\_\_ KC Member Yes\_\_ No\_\_  
Date of the Event \_\_\_\_\_ Estimated Rental Fee \_\_\_\_\_  
Rental Fee Paid (Entire Rental Cost due with Signed Contract) \$ \_\_\_\_\_

Make checks payable to: **Martin County Knights of Columbus**

Send Check and Signed Contract to: **Knights of Columbus 1028 North Elm St. Fairmont, Minnesota 56031**

Time Rental will be needed \_\_\_\_\_ to \_\_\_\_\_ Hours Security will be needed \_\_\_\_\_

**Signature of Renting Party:** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of KC Representative:** \_\_\_\_\_ Date: \_\_\_\_\_

Renter, please sign below indicating that you have received the KC "Facility Policy" Brochure

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

Address: \_\_\_\_\_ Phone Number: Home \_\_\_\_\_ Work: \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT US?** \_\_\_Newspaper Ad \_\_\_Area Booklet Publication \_\_\_Internet \_\_\_Chamber

\_\_\_Previous Renter—Please Enter Name and Contact Number: \_\_\_\_\_