



# 2017-18 Rental Prices

Our facility is the perfect venue for your event (wedding, graduation, luncheon, birthday, anniversary, retirement, funeral, fundraiser, etc). *We are reasonable and flexible.* The COLUMBUS Hall is equipped to accommodate up to 300 people, with a commercial kitchen and full-service bar area.

## 4 Hour Event

(time guests arrive & time guests depart)

1 additional hour of guest time = \$150.00

	Afternoon	evening
Mon-Fri & <b>Sunday</b> ***	\$375	\$475
Saturday	\$475	\$575
Damage Deposit	\$200	\$300

Setup time – 2 hours before event.

Cleanup time – 1 hour after event

**\*\*\*Sunday evening events must end by 11:00 p.m. and out of hall by 12:00 a.m.**

## 6 Hour Event

(time guests arrive & time guests depart)

1 additional hour of guest time = \$150.00

	afternoon	evening
Mon- Fri & <b>Sunday</b> ***	\$575	\$775
Saturday	\$775	\$975
Damage Deposit	\$200	\$300

Setup time – 8 hours before event.

Cleanup time – 1 hour after event

Day before (if available) can be reserved for an additional \$250.

**\*\*\*Sunday events must end by 11:00 p.m. and out of hall by 12:00 a.m.**

### The Hall will provide:

- 60" round tables and upholstered chairs to accommodate the event (up to 300 people).
- Banquet tables (6' and 8') as needed.
- Access to kitchen sinks, counters, refrigerators for caterer servicing station.
- Hall Monitor – for tenant needs or emergencies
- Bar area – refrigerator, walk-in cooler, 2 stationary beer taps

### for an additional charge

- Kitchen stoves, ovens, \$1.10 per person for meal preparation **OR** \$30 per hour to heat up prepared food.
- Fountain soft drinks (5 flavors/mix), bar napkins, 12 oz cups, pitchers, ice \$1.25 per person
- Place settings – dinner plate, mug, water goblet, fork, knife, spoon \$2.00 per person  
(Place settings need to be scraped, rinsed and stacked in the kitchen after the event)
- Table linen, chair covers, napkins ~ ask about pricing and colors.
- Setup before your event @ \$1.25/person (minimum of 100 people)
- Clean up after your event @ \$1.50/person (minimum of 100 people)
- See the complete list of optional items at our website or call for a copy.



### Reserving Your Date:

1. The client will provide a deposit of \$200 to reserve the date for the event.  
***If the tenant cancels, the deposit will be forfeited unless the hall is re-rented.***
2. A rental agreement will be signed by the client.  
*The rental agreement focuses on rental fees, security deposit and proper use of the Columbus Hall.*
3. If tenant is serving alcoholic beverages, he/she **will provide insurance** and/or insured bartender(s).
4. **No smoking is allowed in the building.** (Receptacles available outside)
5. **Thirty days before the event**, tenant will pay the balance of the hall rent due and firm up any additional rental requirements.

For more information

[www.columbusHBC.com](http://www.columbusHBC.com)

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