



# 2022 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

(Event time begins when guests arrive & ends when guests depart) Additional Fees will be added for late departure. See additional charge items listed below.

<i>Afternoon events must end by 4pm &amp; out by 5pm</i>	Afternoon	Evening
Monday - Thursday	\$475	\$575
Friday & Sunday***	\$575	\$675
Saturday	\$675	\$775
Damage Deposit of \$400 is required in order to secure a date along with a signed contract		
Setup time – 2 hours before event.		
Cleanup time – 1 hour after event		

**\*\*\*Sunday-Thursday evening events must end by 11:00 p.m. and out of hall by 12:00 a.m. Friday & Saturday events must end by 1am & out by 2am.**

## 6 Hour Event

(Event time begins when guests arrive & ends when guests depart) Additional Fees will be added for late departure. See additional charge items listed below.

<i>Afternoon events must end by 4pm &amp; out by 5pm</i>	Afternoon	Evening
Monday - Thursday	\$675	\$875
Friday & Sunday	\$875	\$1075
Saturday	\$1075	\$1275
Damage Deposit of \$400 is required in order to secure a date along with a signed contract		
Setup time – 8 hours before event.		
Cleanup time – 1 hour after event		

**Day before (if available) can be reserved for an additional \$400 which allows up to 6hrs to decorate. To purchase an additional hour of guest time M-Th \$175; \$225 Fri & Sun; or \$250 Sat. w/ 2hr. max.**

### 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, \$1.25 per person for meal preparation **OR** \$40 per hour to heat up prepared food.
- Fountain soft drinks (5 flavors/mix), bar napkins, 12 oz cups, pitchers, ice \$1.50 per person
- Place settings – dinner plate, mug, water goblet, fork, knife, spoon (**available with package only**)
- Table linen, chair covers, napkins ~ ask about pricing and colors.
- Setup before your event @ \$1.75/person (minimum of 100 people)
- Clean up after your event @ \$2.50/person (minimum of 100 people)
- See the complete list of optional items at our website or call for a copy.
- Additional hour of rental time may be purchased in advance. The cost for one additional hour is \$175 Monday-Thursday; Friday & Sunday \$225; or \$250 on Saturday with a maximum of 2 additional hours.

### Reserving Your Date:

1. The client will provide a deposit of \$400 to reserve the date for the event.
2. Cancellations will forfeit deposit unless hall is re-rented minus a \$50 administrative fee.
3. 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 and Banquet Center.*
4. If tenant is serving alcoholic beverages, he/she will provide **special event insurance** and/or insured bartender(s). *Ask about Alcohol Requirements*
5. **No smoking is allowed in the building.** (Receptacles available outside)
6. **Thirty days before the event**, tenant will pay the balance of the hall rent due and firm up any additional rental requirements.

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

For more information  
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