



2020 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); 1 additional hour of guest time = \$150.00

Afternoon events must end by 3pm & out by 4pm	Afternoon	Evening
Mon-Fri & Sunday ***	\$425	\$525
Saturday	\$525	\$625
Damage Deposit	\$200	\$300
Setup time – 2 hours before event. Cleanup time – 1 hour after event		

*****Sunday evening events must end by 11:00 PM & out of the hall by 12:00 AM; M-Sat events must end by 1:00 AM & am & out by 2 AM**

6 Hour Event

(Event time begins when guests arrive & ends when guests depart); 1 additional hour of guest time = \$150.00

Afternoon events must end by 3pm & out by 4pm	Afternoon	Evening
Mon- Fri & Sunday ***	\$625	\$850
Saturday	\$850	\$1050
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 \$300 which allows up to 6 hours
*****Sunday events must end by 11:00 PM & out of hall by 12:00 AM.**

The Hall will provide:

- 60" round tables and upholstered chairs to accommodate the event (up to 300 people).
- Banquet tables - 6' and 8'available 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, \$1.20 per person for meal preparation **OR** \$35/hour to heat up prepared food.
- Fountain soft drinks (5 flavors/mix), bar napkins, 12 oz cups, pitchers, ice \$1.60 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 @ \$2.25/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 \$250 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.

For more information

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