

MARTINSBURG KNIGHTS of COLUMBUS

HALL RENTAL

	Deposit	Member	Non-Member
Family Reunion		\$100	\$100
Rehersal Dinner		\$100	\$100
Shower		\$100	\$100
Reception		\$250	\$250
Reception for Member		\$150	
Business Meetings		\$250	\$250
Wedding Reception	\$100	\$200	\$450
Class Reunion	\$100	\$450	\$450
Rent Hall for the Day	\$100	\$250	\$450
Tent Rental		\$100	\$100
Land Auction		\$500	\$500
No Estate Auctions			
No For-Profit Fund Raiser			
Meeting Room Available to Members Only			

AS OF JULY 2011

KNIGHTS OF COLUMBUS HALL

RULES FOR FAMILY REUNIONS, SHOWERS, BUSINESS MEETING, AND LAND AUCTIONS

1. The hall rent is to be paid when the key is obtained.
2. Funeral dinners take priority over hall rental.
3. The renter will be responsible to clean off tables, take out trash to dumpster, putting the chairs on top of the tables, and mopping the floor after the event.
4. No glitter, confetti, etc. is to be thrown in the hall or used for decorations. No staples or stamps are to be used on the walls or tables. Such use will result in loss of deposit.
5. Any broken chairs, tables, fixtures, or other damages will be charged to the renter.
6. No smoking is allowed in the hall.
7. Meeting room is not to be used for storage or caters. Doors to meeting room are to remain locked.
8. Please turn heat down to 55 degrees in the winter or turn off air conditioner in summer when you leave. Please make sure all doors are locked.
9. No items of the Knights of Columbus are to leave the hall.
10. If you have any questions, you can contact the hall coordinator: *Carl Aulbar*