



**Columbus Home Association of Vienna, Inc.**  
 206 6<sup>th</sup> Street, PO Box 444  
 Vienna, MO 65582  
 (573) 422-3885

## Rental Agreement & Rules

### Renting Party Information

Name \_\_\_\_\_

Event Date \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

City, State Zip \_\_\_\_\_

Email Address \_\_\_\_\_

### Event Type (Prices subject to change without notice / \$100 per day for each additional day needed)

<input type="checkbox"/>	Wedding Reception (Rental begins at 3:00 PM 1 day prior)	\$600
<input type="checkbox"/>	Weekend Business Banquet or Business Christmas Party	\$500
<input type="checkbox"/>	Weekday Business Banquet or Business Christmas Party	\$300
<input type="checkbox"/>	Anniversary Party, Family Reunion, Family Christmas Party, Class Reunion, Non-Profit Banquet, Auction, Other Sale (Sale rental starts 1 day prior for setup)	\$250

<input type="checkbox"/>	Public Hearing	\$200
<input type="checkbox"/>	Funeral Dinner (Non-Parishioner), Benefit, Rummage Sale , Non-Profit Fundraiser (Rummage Sale rental starts 1 day prior for setup)	\$150
<input type="checkbox"/>	Cafeteria (for parties of less than 50 people, i.e. Baby/Wedding Shower)	\$100
<input type="checkbox"/>	Funeral Dinner (Parish Member), School Fundraiser or Sports Function	\$0

### Equipment Needs

<input type="checkbox"/>	Tables & Chairs
<input type="checkbox"/>	Stage
<input type="checkbox"/>	Steam Table

<input type="checkbox"/>	Sound System (Fees apply for DJ)
<input type="checkbox"/>	Kitchen Equipment (Should not be considered primary cooking location, warming only)
<input type="checkbox"/>	Other Requests: _____

### Fees & Payments (50% down payment and \$100 cleaning deposit due to reserve your date)

Rental Amount: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check No: \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check No: \_\_\_\_\_

Subtotal: \_\_\_\_\_

Amount Due: \_\_\_\_\_

### Signature (Your signature implies agreement to all conditions and terms within the rental policy)

\_\_\_\_\_  
Signed by Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Confirmed by Columbus Home Association Representative

\_\_\_\_\_  
Date



## Catering

### Contact Information

_____	_____	_____
Name	Event Date	Time Meal To Be Served
_____	_____	
Telephone Number	Number of People Attending	
_____		
Email Address		

### Meal Choices

2 Entrées      \$8.95 per person      \$1.00 extra per plate for each additional side  
 1 Entrée      \$8.45 per person      \$1.00 extra per plate for desserts

All menus include rolls, butter, serving utensils, eating utensils, napkins, plates and a choice of coffee, tea or lemonade.

### Main Entrée

*(Choice of 2 = \$8.95 / Choice of 1 = \$8.45)*

#### Beef

- Roast Beef - Sliced
- Roast Beef - Cubed

#### Chicken

- Fried Chicken

#### Fish

- Fried Catfish

#### Pasta

- Spagetti
- Lasagna

#### Pork

- Pulled Pork
- Pork Steak
- Ham

### Sides

#### Salads *(Choice of 1)*

- Garden Salad w/Dressings
- Cole Slaw
- Pasta Salad

#### Vegetables *(Choice of 1)*

- Green Beans
- Corn
- Peas & Carrots
- Baked Beans
- Green Bean Casserole

#### Potatoes *(Choice of 1)*

- Mashed w/Gravy
- Herb Roasted Potatoes
- Baked
- Spiral Fries
- French Fries
- Potato Salad
- Hashbrown Casserole

### Dessert Choices

*(Not included \$1.00 extra per plate)*

- Chocolate Sheet Cake
- Blackberry Cobbler
- Peach Cobbler
- Apple Cobbler
- Cherry Cobbler
- Other \_\_\_\_\_



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## **Reservations**

Members of Visitation Parish, Vienna, Missouri and Knights of Columbus Council #13178 receive a 10% discount off the rental prices listed above. Reservation is not confirmed until we receive completed forms and fees are paid.

## **General Guidelines for Use**

There are several doors that lead in and out of the building. Only the front doors are considered the entrance and exit. All other doors are emergency exits and should not be opened unless given prior approval.

Columbus Home Association is not responsible for personal items brought into the building.

Skates, skateboards and bicycles are not allowed in the building.

## **Wedding Receptions, Anniversaries & Dances**

No decorations allowed on ceiling. Decorating may be done the day before wedding. Work this out with Columbus Home Association members who will be cooking or working at your event.

## **Meals & Dinners**

Columbus Home Association is willing to arrange catered meals served at the hall or you can arrange to have your meal catered through someone else. The kitchen facilities at the hall should not be considered the primary cooking facility. The equipment in the kitchen may be used to warm items, wash dishes, etc.

## **Lost and Found**

Items left at the end of the day will be put into the lost and found. Lost items will be returned to the owner when requested and properly identified.

Participants are encouraged to put their names on all personal items.

Every six months or when necessary, all items found will be displayed for one week and, if not claimed, will be donated to the needy or otherwise disposed.

## **Safety**

Emergency exits are clearly marked for your safety.

Fire extinguishers are available and kept in working condition.

A first aid kit is available in case of emergency.



## **What To Do In Case Of Accidents**

In spite of every possible precaution, active people are sometimes injured and need attention. When this happens, take the following steps immediately and calmly:

1. Notify the adult in charge.
2. Clear the area around the injured person.
3. Determine the general nature of the injury if possible. Be careful of moving the person if you suspect spinal injury or brain concussion.
4. Call an ambulance if needed.
5. Notify the spouse, parents or guardian immediately.
6. If hospitalization is required for minors, parental permission must be obtained.
7. An accident form must be obtained and completed. Accident report forms are kept in the office.

## **Liability**

The use of the facilities and equipment will be at the risk of the participant.

Columbus Home Association or its members, does not assume liability or responsibility for any participant.

Columbus Home Association does not make any express or implied warranty of the premises, the equipment, machinery, fixtures or furniture.

## **Who Has The Final Say**

The members of the Columbus Home Association of Vienna, Inc. will be responsible for interpretation and enforcement of all rules, regulation, and policies and will review them periodically.

Any situations not specifically covered in this list of policies will be acted upon if and when the need arises, at the discretion of the members.

## **Rules & Payment Acknowledgement**

As the sponsor of this event I acknowledge that I have read the policies and agree to see our group abides by them. We understand we are to clean the facility when our event is over. The facility is expected to be returned to the condition and set-up in which we found it. Any damages caused by anyone present during the time of rental shall be the responsibility of the renter.

I/We agree to pay 50% of the rental fee, nonrefundable, at the time the rental agreement is signed and to pay the balance one week before the event. There is also a \$100 deposit for cleaning, you are responsible for cleaning up the building after your event. Cleaning deposit to be returned upon inspection or credited to your final bill. Sign and return first page of this document to Columbus Home Association of Vienna, Inc, PO Box 444, Vienna, MO 65582.



### Kitchen Checkout List

- \_\_\_\_\_ 1. Leftover food should be given away, taken home, or thrown away. No food should be stored in refrigerators, freezers or storage closets.
- \_\_\_\_\_ 2. Be sure that all cooking equipment is turned off and no food is left in ovens.
- \_\_\_\_\_ 3. Make sure that small equipment such as coffee makers are clean and unplugged.
- \_\_\_\_\_ 4. Exhaust hood fans and lights are turned off.
- \_\_\_\_\_ 5. Refrigerator and freezer doors are shut securely.
- \_\_\_\_\_ 6. Counters are wiped down.
- \_\_\_\_\_ 7. Sinks are drained and cleaned.
- \_\_\_\_\_ 8. All pots, pans, dishes, silverware & utensils are washed and stored properly.
- \_\_\_\_\_ 9. Water faucets turned off.
- \_\_\_\_\_ 10. Trash out to dumpster.
- \_\_\_\_\_ 11. Take soiled towels & tablecloths to the mechanical room to be laundered.
- \_\_\_\_\_ 12. Make sure all lights are off – kitchen, dry storage closet, bathrooms, hallway, gym & storage room.
- \_\_\_\_\_ 13. All doors are locked and shut securely. If you are the person responsible for the event, check all building doors.

Please sign and return to Columbus Home Association representative after checking the items on this list.

\_\_\_\_\_  
Signed by Renter

\_\_\_\_\_  
Date