



## HALL RENTAL AGREEMENT - FORT BEND COLUMBUS CLUB

This Agreement is entered into between the Fort Bend Columbus Club ("FBCC") and \_\_\_\_\_, ("the Renting Party"), for the rental of the Fort Bend Columbus Club Hall located at 2007 KayCee Drive, Rosenberg, Texas 77471 ("the Rental Premises").

The terms of the Rental Agreement are as follows:

1. The date of the function is: \_\_\_\_\_.

2. The nature of the function is: \_\_\_\_\_. The hall will not be used for any other purpose than nature of the function listed.

3. The Renting Party agrees the Rental Premises will not be used for any unlawful or immoral purposes and renter shall indemnify the "FBCC" for any fines, costs and attorneys fees which may be incurred by the "FBCC" sustained for any such activity.

4. It is agreed that the Rental Premises will be reserved for the exclusive use of the Renting Party for the date of the function, for the single purpose stated within this contract, provided the Renting Party shall pay the **non refundable** cost as outlined in this lease agreement.

5. Hall reservation requires \$250 non refundable payment at time of application. Remainder of the rental fee of \$250 is due 120 days prior to the event. Failure to make the final payment 120 days prior to the event will render the rental application cancelled, with loss of original \$250 application payment. Total rental fee of \$500 is due 120 days prior to the event with no exceptions.

6. **Full payment** of all other charges listed in # 10 clean up fees, security deposit and usage fees will be made by certified funds or personal check, no later than 14 days (2 weeks) prior to the scheduled event. If full payment is not made 14 days prior to the event, full "cash" payment (no checks or certified funds) is required prior to occupancy date.

7. Checks should be made payable to "The Fort Bend Columbus Club". Any returned check will be result in a \$ 50.00 fee.

8. The Renting Party agrees to reimburse the "FBCC" for the cost of any damage inflicted upon the Rental Premises, including, but not limited to, damage of any kind to the building, fixtures, furnishings , premises or landscape caused by the Renting Party or any of its employees, volunteers or guests, whether caused by negligence or otherwise. The hall is established as a "no smoking" facility. Smoking within the hall will result in loss of the entire deposit and any additional damage or costs relating to removal of smoke odor or fire will be assessed against the renter. **USAGE OF ADHESIVE, NAILS, STAPLES OR OTHER PRODUCTS ON ANY SURFACE WITHIN THE BUILDING IS STRICTLY FORBIDDEN AND WILL RESULT IN LOSS OF FULL DAMAGE DEPOSIT.**

9. The Renting Party agrees to be liable for damages caused by any employee, volunteers or guests and agree to comply with the terms and conditions of this Hall Rental Agreement, and General Conditions and Hall Rules incorporated into this Agreement.

10. **The Renting Party agrees to indemnify, defend and hold harmless the "FBCC" on any claims for personal injuries or damages sustained by any employee, agent, volunteer or guest of the Renting Party while at the Rental Premises regardless if the personal injury or damage is caused by negligence or fault of the" FBCC". This Hold harmless agreement includes serving or consumption of any type of food or alcohol on premises.**



Hall Rental..... \$ 500.00  
Clean Up Fee..... (not refundable)..... \$ 100.00  
Security Damage Deposit.... (refundable).....\$ 300.00  
Usage Fee (\$25.00 per hour for 8 hr min.--not refundable)..... \$ 200.00

**TOTAL Amount due \$ 1100.00**

By signing this Hall Rental Agreement, you acknowledge receipt of copy of the General Hall Rules and agree that these Rules become part of the signed contract and agree to abide by all terms and conditions and conditions set out in the rental agreement.

Renting Party\_x \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone home \_\_\_\_\_ phone work \_\_\_\_\_ cell phone \_\_\_\_\_

Email \_\_\_\_\_

Drivers License: \_\_\_\_\_ Vehicle Registration (License #) \_\_\_\_\_

Accepted By:  
The Fort Bend Columbus Club \_\_\_\_\_ Date: \_\_\_\_\_

Keys received on \_\_\_\_\_  
By \_\_\_\_\_

Emergency phone #'s Mike Stavinoha 713-882-0844



## GENERAL CONDITIONS AND HALL RULES

1. **ALCOHOLIC BEVERAGES may not, under any circumstances be sold on premises, other than by authorized members of the FBCC. THIS IS A NON SMOKING FACILITY. Smoking within the hall will be considered breach of contract and total deposit will be forfeited and any damages relating to fire or smoke odor removal will be paid for by renter.**
2. Access to the Rental Premises is allowable at 10:00 a.m. on the date of the function. Any hall access prior to the date of the function for decorating, etc. will be dependent upon previous commitments by the "FBCC". Unauthorized entry to use the Rental Premises prior to this date and time by the Renting Party will result in charges at the rate of \$ 100.00 per hour. Spot checks will be conducted. The event shall end at 11:45 p.m. and the hall vacated by guests at midnight on the date of the function. Renting Party must vacate the Rental Premises no later than 1:00 a.m. following rental date and general cleaning. All Renting Party's possessions must be removed at 1:00 a.m. following the event.
3. Paper goods are not furnished until concession area is open, (i.e. trash can liners, toilet tissue.) Renting Party shall provide extra paper towels, toilet tissue and 30 gallon trash bags.
4. bar, alcohol and Concessions operated by FBCC will open when your event begins and remain open until the event is concluded at 11:45 p.m.
5. During the rental period, at least two (2) licensed police officers must be present. Security officers will be arranged for by the FBCC, at the renter's expense and officers will not be considered agents of the Columbus Club.
6. **Absolutely no usage of adhesive, glue, pins, tacks, staples, nails products on any drapery, walls, ceilings or painted surface is allowed.** Renting Party must remove all decorations and products used following the event. If your decorations or products cause any damage to the hall, the cost of removal and or painting will be deducted from your deposit.
7. Renting Party is responsible for the COMPLETE cleaning of the kitchen and serving room next to the kitchen, removal of all decorations, emptying all trash cans from the Rental Premises into the dumpster and leave trash cans on the patio area. Renting Party is responsible for cleaning off the tables and chairs, cleaning to be inclusive of adhesive products.
8. Renting Party must remove all belongings following and on the date of the function. The cleaning contractor will dispose of anything that is left after 1:00 a.m. Following the event.
9. Tables and chairs shall not be removed from the hall for outdoor use.
10. No glitter, confetti, birdseed, rice silly string or such are allowed within the Rental Premises.
11. Turn off all air conditioning units( 3 ) ( two controls are located in the hall across from the ladies bathroom on the south wall and one is located in the serving area.) Turn off all lights in the Rental Premises, lock the front door, including the dead bolts and the east doors (emergency exits by the stage), and the rear door.
12. Clean the parking lot of all debris and lock all gates.



**SECURITY DEPOSIT WILL BE FORFEITED. IF ANY OF THE ABOVE GENERAL CONDITIONS AND RULES ARE VIOLATED**

**Accepted by Renter** \_\_\_\_\_

**Date** \_\_\_\_\_

**4 page rental document**