



# Notre Dame Hall

Notre Dame Building Corporation - 3144 S. Wayne Rd. Wayne, MI. 48184

## BANQUET HALL

Event Date

Worker

Party Name/Contact/Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Event (Check One): \_\_\_\_\_ Wedding \_\_\_\_\_ Anniversary \_\_\_\_\_ Birthday \_\_\_\_\_ Funeral Luncheon  
\_\_\_\_\_ Rehearsal Dinner \_\_\_\_\_ Shower \_\_\_\_\_ Other (Specify): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated number attending: \_\_\_\_\_

\_\_\_\_\_ Open Bar, number of hours: \_\_\_\_\_; Start: \_\_\_\_\_ End: \_\_\_\_\_

\_\_\_\_\_ Cash bar Start: \_\_\_\_\_ End: \_\_\_\_\_ \_\_\_\_\_ Pop Only.

Coffee  Regular Number of pots: \_\_\_\_\_  Decaf Number of pots: \_\_\_\_\_  Hot water (\$5 per pot)

**Office Use Only:**

Deposit Received: \_\_\_\_\_

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

Check # \_\_\_\_\_

Initialed: \_\_\_\_\_

Deposit Due By: \_\_\_\_\_

Membership Number:  
\_\_\_\_\_

Hall Rental Fee: \$ \_\_\_\_\_

Early Arrival Fee: \$ \_\_\_\_\_

Extra Bartender Fee \$ \_\_\_\_\_

Lot: \$ \_\_\_\_\_

Member Discount (20%) \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Deposit\*: (subtract) \$ \_\_\_\_\_

BALANCE Due\*\*: \$ \_\_\_\_\_

Open Bar (prepay): \$ \_\_\_\_\_

**Open Bar**

Number of People \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

**Rate:**

49 or less: \$30 per person

50 or more: \$25 per person

Payment is Due for Open Bar at the time of signing the Contract.

Please note that this is an open bar service. To calculate the total cost, please indicate the number of people attending the event by filling in the blanks. The rate for this service is as follows: \$30 per person for 49 or fewer attendees and \$25 per person for 50 or more attendees.

All credit/Debit Card transactions are assets with a 4% service fee.  
Personal Checks will not be accepted as payment.

**A security deposit of 50% of the total is required to hold the rental date.**

**Return the signed contract and deposit to Notre Dame Building Corporation – 3144 S. Wayne Rd. Wayne, MI.**

48184 Checks should be made payable to Notre Dame Building Corporation

\* DEPOSIT IS REFUNDABLE IF ALL CONDITIONS OF THIS CONTRACT ARE MET, minus a \$50.00 processing fee.

No refund of the deposit will be given three weeks before rental.

\*\* Balance due day of hall rental Checks will not be accepted for balance due.



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### Restrictions and Responsibilities:

1. No rice, confetti, or confetti-style table decorations can be used inside or outside the building.
2. No furniture or Hall equipment shall be removed from the Hall.
3. Set up of Hall must be approved by Hall Manager.
4. Tenant cannot charge admission other than approved by Notre Dame Building Corporations
5. Tenant is responsible for keeping children & unauthorized personnel off platforms and Hall furniture other than for specified use.
6. The doors to the building will be open thirty minutes before rental time.
7. There is NO SMOKING allowed in the banquet hall.
8. Your rental only includes using the main hall, bar, and restrooms. All other areas, such as offices and other private areas of the building, are off-limits to all guests.
9. All decorations must be affixed using masking or blue painter's tape.
10. All tables must be covered with plastic, cloth, paper, or some covering that will protect them.
11. No candles may be free-standing; they must be contained.
12. All decorations and personal items are to be removed immediately at the end of the function. The Notre Dame Building Corporation is not responsible for any items left behind.
13. The renter agrees to indemnify and hold harmless the Knights of Columbus, the Building Corporation, and its members for any and all injuries and damages that guests may cause.
14. The facility is not responsible for personal losses in the building or parking lot. NO parking in "No Parking" areas.
15. **Alcoholic beverages will not be served to minors.** Service will be denied to those that try to provide alcoholic beverages to minors. Bartenders will not serve alcohol to anyone who is visibly intoxicated. Those who are over twenty-one years of age will wear a wristband so that the bartenders know that they need not check their identification each time. Alcohol must be served ONLY from the bar area.
16. The lessee shall be responsible for obeying, observing, and promptly complying with all statutes, laws, ordinances, rules, regulations, orders, and requirements of any governmental body or agency respecting the Lessee's use of the premises. Lessee agrees not to use or permit the premises to be used for unlawful purposes or in any unlawful manner.
17. The renter reserves the right to terminate any function in the event of disturbances caused by guests.
18. The renter reserves the right to terminate any function in the event of activity resulting in damage to the facility.
19. The renter reserves the right to terminate any function if violating any statutes, laws, ordinances, rules, regulations, orders, or requirements of any governmental body.
20. **Should the event be terminated early due to the failure of the event to comply with the rules, no refund of the deposit will be given, and additional charges may be incurred for damage.**
21. Caterers must leave the kitchen and service areas clean. This includes ovens, counters, sinks, and floors.
22. All rubbish must be placed in the dumpster.
23. Deposits will NOT be refunded if any of the above policies and conditions are breached.
24. Use of the **kitchen facilities and/or equipment for an additional \$150.00.** Clean-up is the responsibility of the Renter, who is responsible for any missing items or extra cleaning fees.
25. **KNIGHTS OF COLUMBUS TRADEMARKS** – The renter may only identify the location of the event by using the address of the Facility as set forth above and Notre Dame Hall. Renter shall not use or display Knights of Columbus trademarks, including, without limitation, its name, logos, and emblems, in any way, including, but not limited to, in the promotion of the Renter's event or on any website and/or in social media.
26. **MISREPRESENTATION** - Renter attests, represents, and warrants that it has, at all times, honestly and accurately described its intended purpose and use of the Corporation's Facility for the event to a duly authorized representative of the Corporation and as set out above. If Renter engages in any dishonesty, misrepresentation, deception, or misleading conduct in connection with its rental of the Corporation's Facility or fails to comply with any of the terms herein, Corporation may terminate this Agreement without prior notice and retain Renter's security deposit. The rights, powers, and remedies of the Corporation are in addition to, and not in substitution of, that which may be available to the Corporation. Failure by the Corporation to exercise any of its rights, powers, and remedies hereunder, or its delay in doing so, does not constitute a waiver.

The 50% Security deposit required to reserve the date and time of your function deposit will be refunded, minus a \$50 processing fee if a formal request in writing (email [GK3021@mikofc.org](mailto:GK3021@mikofc.org)) is made three weeks before the event.

It is understood that any violation of the above rules and any damages to the premises caused during the date of the function is the responsibility of the Tenant and will be repaired or paid for to the satisfaction of the Notre Dame Building Corporation by the Tenant. The Notre Dame Building Corporation is not responsible for any lost items.

I agree to all the terms and conditions as noted above.

\_\_\_\_\_  
Signature of lessee

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notre Dame Building Corporation Representative

Date: \_\_\_\_\_

**Please remember to TIP your Bartender, tip is not included in the rental agreement.**



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### Hall Rental Rates:

\$250.00 - 2-hour rental – Includes one Bartender

\$100.00 per hour - 3 hours or more – Includes one Bartender

\$25 per hour for each extra Bartender

*Note: One bartender is included in the rental fee; if you select the Open Bar option, you will automatically get one extra bartender included in the Open Bar fee.*

\$5.00 Coffee per pot

\$150 Kitchen facilities & Equipment

Lot usage: \$60 per hour – Must rent Hall *(no setup available on the lot. Renters are responsible for the setup and cleanup of the lot.)*

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### Add-ons:

#### *Open Bar:*

Under Fifty - \$30.00 per person – Includes one Bartender.

Fifty or more - \$25.00 per person – includes one Bartender.

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### Member Rates: (must be a member of the Knights of Columbus or Notre Dame Social Club in good standing)

20% discount on Rental

Funeral Luncheon Rental - \$100

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