

Father Ragan Charitable Foundation

dba Columbian Party Center

1783 Moore Road Avon, OH 44011

440-934-4253

Rental Agreement – Main Hall Only Rev 6 10-20-06

Lessee Name	Home Phone ()	
Address	Work Phone ()	
City	State	ZIP
Guaranteed Number of People Attending Rental (125 Minimum if catered)	Hours of Rental – 6 Hours (Hall Closes at Midnight)	
Purpose of Rental	Date of Rental	

For Catered Events, lessee agrees to pay for 125 persons or the Actual number of people in attendance, whichever is greater. There will be an additional charge of \$250.00 per hour for an extension of the time period listed above. Lessee is allowed Thirty Minutes (30) to vacate the hall.

Lessee shall deposit with the Columbian Party Center the sum equal to Fifty Percent (50%) of the Total Rental Cost as a security deposit. This deposit shall be retained in the event of default by Lessee, or if the facility is not left in condition satisfactory to the Hall Manager and/or damage sustained to the facility.

Lessee acknowledges that the price is subject to change due to the fluctuation of the cost of food and beverages.

The Columbian Party Center agrees to furnish the Hall at 1783 Moore Road Avon, Ohio for the purpose and time stated above. If the hall or any part thereof shall be destroyed by fire or other causes so as to be unfit for use, this contract shall terminate without liability to either party. Lessor is not responsible for the negligent or intentional acts of the invitees or guests, including but not limited to property damage to any personality affixed to or within said premises, including the parking lot. The Columbian Party Center is not responsible for loss or damage to any items in the Hall or Parking Lot not the property of the lessor.

The Columbian Party Center is not responsible for any food, beverage or other consumable items not prepared by the Columbian Party Center.

The balance of the rental cost is due seventy-two (72) hours in advance of the use of the hall, payable to the Father Ragan Charitable Foundation. Failure to meet this condition may result in a cancellation of the rental date and forfeiture of the deposit. Payment for additional people in attendance over and above the guaranteed number listed above is due and payable on the night of the function.

The lessee must choose the menu items at least twenty (20) days prior to the date of the function. Failure to do so shall be construed as permission to allow the Columbian Party Center to select menu items.

The Columbian Party Center will provide bartenders with payment of bartenders the responsibility of the lessee.

The lessee shall have the right to cancel this contract not less than six (6) months prior to the event without penalty. Cancellations received less than six (6) months prior to the event will result in forfeiture of the

deposit unless a paid replacement function of comparable size is booked for the date of the cancelled event. A full refund will be made only if the guaranteed amount is equal to the paid replacement amount.

Any violation of Federal, State, or Local laws shall make this contract null and void.

Lessee declares that the above stated activity is in compliance with all local, state, and federal law and that the Father Ragan Charitable Foundation, its officers, and members are in no way responsible for the above stated event's promotion or conduct.

This agreement constitutes the entire agreement of the parties, there being no other representation agreements or conditions outside of this agreement.

Signature of Lessee _____
Date

Signature of Columbian Party Center Agent _____
Date

Make Checks Payable to Father Ragan Charitable Foundation

Mail Checks Payable to: Father Ragan Charitable Foundation
1783 Moore Road
Avon, OH 44011

- Please advise your suppliers that the hall will be open a maximum of two hours prior to your function for deliveries (cakes, DJ or Band Set up Etc.)
- Please advise balloon companies that we do NOT allow sand bags
- Decorations may not be taped to chandeliers nor nailed to walls.
- **This rental agreement does NOT include use of the small hall unless the appropriate rental agreement for that hall has been signed by both parties. (N.B. Small Hall is Non-Smoking)**
- **This contract supersedes any and all agreements written or oral.**

Summary of Charges

Number of People - Catered (Guaranteed 125 Person Minimum)		Determined by Caterer Selected	
Sales Tax		@ 6.25%	
Hall Rental w/o Caterer (Members get 25% Discount)		@ \$800.00	
Bar Fee (Ice, Soft Drinks, Cups)		@ \$ 2.50/Person	
Linen Service – White		@ \$ 1.50/Person	
Linen Service – Colors		@ \$ 1.75/Person	
Use of Dishes and Silverware For Non-Catered Events		@ \$ 1.00/Person	
Deposit Paid		@ 50% of Total Rental	
For use of Small Hall Concurrent with Large Hall Rental		@ \$175.00 Non-Refundable	
Total Due 72 Hours Prior to Hall Use			
Date Due:			