

## RENTAL CONTRACT FOR BAINBRIDGE HALL

Bainbridge Hall Corporation called "Lessor" agrees to lease the Bainbridge Hall at 267 Bainbridge Street, Dayton, Montgomery County, Ohio 45402 to:

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CITY, STATE, ZIP  
\_\_\_\_\_

PURPOSE OF EVENT / FUNCTION  
\_\_\_\_\_

ORGANIZATION / ENTITY  
\_\_\_\_\_

FOR WEDDING: BRIDE \_\_\_\_\_ GROOM \_\_\_\_\_

Hereinafter called "Lessee" on the date and time \_\_\_\_\_, subject to the following conditions and stipulations:

- No activities shall be held which are in any way contrary to the by-laws, constitution, dogma, doctrine, precepts, catechism, or other dictates of the Roman Catholic Church, the Archdiocese of Cincinnati and/or the Knights of Columbus or that could possibly bring discredit upon the Roman Catholic Church, the Archdiocese of Cincinnati and/or the Knights of Columbus, **or that are in violation of any Local, State or Federal law. No Lessor may charge for any beverages alcohol or otherwise, or for food or admission to an event in advance of, or at the door on Lessee's property except as otherwise provided herein. Beer for all events must be purchased through the Lessor. Wine and liquors may be provided by the Lessee but may only be served by a member of Knights of Columbus Council 500, who will request proof of legal age to consume beverages alcohol, and at no cost to the attendees. No "bring your own" beverages or food by guests or attendees at any event is permitted. Lessee is responsible for the behavior of guests and attendees at their event and a breach of the terms of this agreement by any guest or attendee shall be considered a breach by the Lessee. No fundraising activities shall be allowed.**

**NO WEDDING CEREMONIES ARE TO BE HELD IN THE HALL.** Any violation of this provision shall result in the lessee's and their party's removal from the Hall, the forfeiture of all deposits and the obligation for any unpaid balances due.

- The rental rate shall be \$ \_\_\_\_\_ for a maximum of \_\_\_\_\_ hours. Each hour above the specified maximum shall be \$100 per hour. All events must end by \_\_\_\_\_.

- A security deposit of \$ \_\_\_\_\_, is due at the time of booking. In the event of

cancellation, **THE SECURITY DEPOSIT IS NON-REFUNDABLE and NON-TRANSFERABLE. The security deposit is not part of the rental fee.** Following your function, in the event of an outstanding balance, this deposit shall be applied against monies due Lessor. In the event of no outstanding balance of a credit balance, all excess deposit monies shall be refunded.

- Lessee agrees to pay the full rental price and cost of any supplies two weeks prior to the rental date. All purchases required of a Wedding Lessee are as specified in Attachment 1, "Refreshment and Supply Order" at the prices set forth therein. An invoice will be issued following each event reflecting the cost of supplies used. (Any beverage containers [alcohol or non-alcohol] tapped or opened are considered consumed.) If a lesser quantity of supplies is used a rebate check will be issued. If a greater quantity of supplies is used, Lessee agrees to reimburse Bainbridge Hall Corp. within 30 days.

- Lessee expects \_\_\_\_\_ attendees. (Maximum capacity is 300.)

- The facilities shall be used only for the contracted purpose with an approximate starting time of: \_\_\_\_\_ A Wedding rental shall include the use of the hall, catering kitchen, coat room, rest rooms, and the parking area. (NO COOKING OR DISH WASHING ALLOWED.) Use of the oven for warming purposes is permitted at an additional charge of \$50.00. Violations may result in additional charges. All other rentals, shall include the use of the hall, catering kitchen, coat room, rest rooms, and the parking area, and may include the use of the kitchen and equipment for additional costs as specified in Attachment 1, "Refreshment and Supply Order" at the prices set forth therein.

- Rice, bird seed, party poppers and/or confetti of any kind are not permitted in the building; if used, lessee agrees to pay an additional clean-up charge of \$50.00.

- **All bartenders/ caretakers shall be provided by the lessor at Lessee's expense. A minimum of two are requires at every function. Payment shall be made to the bartenders/caretakers personally at the close of your event by lessee at the rate of \$15 per hour each.** Initial Here \_\_\_\_\_

- Lessee shall be responsible for all losses connected with the use of the facilities, including damage to person or property of or by persons entering facilities upon Lessee's invitation, consent or license, and Lessee does hereby agree to indemnify and hold the Lessor harmless from and against any and all claims for any such damage.

- Lessee agrees that lessor will not be responsible for damage or loss by theft of the Lessee's property or its guests' property.

- Lessee agrees to provide adequate security of the premises.

- Lessee and guests shall not use that part of Bainbridge Hall which is marked "Members Only."

- Lessee agrees that is will protect and save the lessor forever harmless and indemnified

against any penalty, damage or charges imposed for any law or ordinance, whether occasioned by the neglect of the Lessee or those holding under Lessee.

- Lessee will at all times protect, indemnify and save and keep harmless the Lessor against and from all claims, loss, cost, damage or expense arising out of, or from any accident or other occurrence on or about the demised premises causing injury to any person or property whomsoever or whatsoever.

- Lessee agrees to protect, indemnify, save and keep harmless the Lessor against and from any and all claims and against and from any and all loss, cost, damage, or expense arising out of any failure of the lessee in any respect to comply with and perform all the requirements and provisions of this lease.

THE PROVISIONS OF THE ABOVE LEASE AND RULES SHALL BE ENFORCED BY THE LESSOR'S EMPLOYEE AND/OR OTHER DESIGNATED AUTHORITY.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

LESSEE: \_\_\_\_\_

Referred by: \_\_\_\_\_

LESSOR: Bainbridge Hall

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Cash \_\_\_ /Credit \_\_\_ /Check \_\_\_ # \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

**ALL LESSOR ITEMS MUST BE REMOVED AND THE HALL RESET AT THE END OF THE EVENT.**

[Approved by Home Corporation 02/21/2017; revised 04/15/2017]

**ATTACHMENT 1**

**Bainbridge Hall**

**Refreshment and Supply Order**

**Your order and payment in cash or check is due two [2] weeks prior to your function. The following is a list of supplies available. An itemized invoice for any additional costs will**

issued the week following your function.

NAME \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE RESERVED \_\_\_\_\_ PARTY TIME \_\_\_\_\_ NO. OF PEOPLE \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ BARTENDER TIME IN \_\_\_\_\_

[Complete as appropriate]

CHURCH \_\_\_\_\_ TIME \_\_\_\_\_ NO. IN WEDDING PARTY \_\_\_\_\_

CATERER \_\_\_\_\_ TIME IN \_\_\_\_\_ MUSIC \_\_\_\_\_ TIME IN \_\_\_\_\_

FLORIST \_\_\_\_\_ TIME IN \_\_\_\_\_ CAKE \_\_\_\_\_ TIME IN \_\_\_\_\_

OTHER DELIVERY \_\_\_\_\_ TIME IN \_\_\_\_\_

REQUIRED PURCHASES:	Quantity	Unit Cost	Total
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WEDDING BAR SERVICE	_____	@ 2.50 per person	_____
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Includes Glasses, Cocktail Napkins, Stirrers, Coke, Diet Coke, Sprite, Tonic Water, Club Soda, Orange Juice, Grapefruit Juice, Cranberry Juice, Sweet and Sour Mix, Garnishes and Ice.

SODA SERVICE [LESSOR PROVIDES GLASSES AND NAPKINS]  
[LIST SODAS 500 WILL HAVE ON TAP] [COST/BAG] [BAGS]  
[TOTAL]

**BEER**

Half Barrels (Approx. 200 12oz. Cups)	_____	175.00	_____
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**CONTAINERS TAPPED WILL BE CONSIDERED CONSUMED.**

**BARTENDERS / CARETAKERS**

Service time plus one hour. (Minimum 2 bartenders/function & 1 caretaker/function)  
\$15.00 per hr. each bartender. \$20 per hr. each bartender on holidays

OPTIONAL PURCHASES:	Quantity	Unit Cost	Total
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PROJECTOR, DVD PLAYER & SCREEN	\$50.00		\$ _____
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FICUS AND TOPIARY TREES (2 - \$50; 4 - \$75; 6 - \$100)

(1 Arch- \$25.00)  
(Dance Floor Lights \$100)  
(Backdrop w or w/o decorations \$25-\$30)

Hurricane Centerpiece Rentals	_____	3.00 ea.	_____
Large Round or Flat Globes Rentals	_____	2.00 ea.	_____
Small Round or Flat Round Globes Rentals	_____	1.00 ea.	_____
Dripleless candles must be used with all the above.			
12" Dripleless Candles	_____	1.50 ea.	_____
15" Round Mirror Rentals	_____	2.50 ea.	_____
12" Square Mirror Rentals	_____	1.50 ea.	_____
Gift Wishing Well	_____	10.00ea.	_____
Serving Dishes for Chips & Pretzels	_____	8.00 per 100	_____
Champagne Glasses (Plastic)	_____	0.25 ea.	_____
Oven (for warming only) & Roasters (Warming Only)	_____	50.00	_____

We also have Paper Dinner Napkins (white) \$4.00, 9" Styrofoam Plates \$10.00, 6" Styrofoam Plates \$6.00, and Heavy Duty Plastic Silverware \$7.50 \_\_\_\_\_ per 100 \_\_\_\_\_

**TOTAL AMOUNT OF ORDER**    \$ \_\_\_\_\_  
**SALES TAX**    \$ \_\_\_\_\_  
**RENTAL FEE**    \$ \_\_\_\_\_  
**GRAND TOTAL**    \$ \_\_\_\_\_  
**DATE PAID**    \$ \_\_\_\_\_

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE**  
[Approved by the Home Corporation 08/21/2012]

**Rental Information**  
**Bainbridge Hall**  
**267 Bainbridge Street, Dayton, Ohio 45402-2208**  
**Office Hours 10:00 A.M. to 2:00 P.M. Mon. By appt all other days**

**Phone: (937) 224-8566**

**Facilities:** The hall is available for parties, receptions, meetings, trade shows, seminars and fund raisers providing that no activities shall be held which are in any way contrary to the by-laws, constitution, dogma, doctrine, precepts, catechism, or other dictates of the Roman Catholic Church, the Archdiocese of Cincinnati and/or the Knights of Columbus or that could possibly bring discredit upon the Roman Catholic Church, the Archdiocese of Cincinnati and/or the Knights of Columbus. Any violation of this provision shall result in the lessee's and their party's removal from the Hall, the forfeiture of all deposits and the obligation for any unpaid balances due.

**The Hall Includes:**

- Modern round and oblong tables and chairs
- Catering kitchen
- Bar facilities
- Dance floor area
- Seating capacity up to 300
- Standard clean up
- Lighted parking lot
- Facilities assigned for handicapped

**Fees:**

**Rental      Security Deposit**

Holiday Rentals (Sun. - Sat.)	\$850.00	\$500.00
Saturday (8 hrs. Maximum)	\$850.00	\$500.00
Fri. & Sat. Combination (6 & 8 hrs.)	\$1,150.00	\$500.00
Sunday (4 hrs. maximum)	\$490.00	\$500.00
Sunday (8 hrs. maximum)	\$670.00	\$500.00
Friday (6 hrs. maximum)	\$575.00	\$500.00
Monday – Thursday (6 hrs. maximum)	\$320.00	\$500.00
Saturday (8 hrs. maximum) Jan. thru March (For limited time)	\$635.00	\$500.00

**Set up time is part of rental time.**

**Each hour above specified maximum is \$100.00.**

**Use of stove, for warming only, is \$50.00.**

**No cooking or dishwashing permitted unless otherwise contracted for and additional fees are paid.**

**Caterers are required to leave kitchen in original condition and remove trash.**

**All events must end by 12:00 midnight.**

**Security deposit is not part of rental fee.**

The deposit is required at time of booking and will be returned 1-2 weeks following function. Deposits are non-refundable and non-transferable if event is cancelled.

## **Decorations dos and don'ts**

- Nothing attached to walls and/or ceiling that cannot be removed without damage.
- You can use the ceiling tracking to hang things on.
- Anything free-standing is okay.
- If candles are used (other than ours), candles must not be higher than holders.
- No open flames.
- If using candles you must use holders.
- **Can not use any** party poppers, bird seed, rice, or **confetti**.
- You can use flower peddles, real or fake.
- If using candies (mints, heresy kisses, or etc.), please put them in some kind of baggie, or keep them to a minimum on the tables.
- **All items must be taken down and out of the room at the end of night.**

**All items that are not property of hall, decorations, china, food, etc., must be removed evening of event.**