

**COLUMBUS ASSOCIATION FACILITY RENTAL AGREEMENT**

1575 New Danville Pike, Lancaster, Pa 17603      717-397-0011

| CUSTOMER INFORMATION |        |                    |               |
|----------------------|--------|--------------------|---------------|
| Name                 |        | Event Date         |               |
| Address              |        | Number of Guests   |               |
| City                 | State  | Zip                | Time of Event |
| Phone #              | Cell # | Best Time to Reach |               |
| Type of Event        |        |                    |               |

| LOCATIONS AND COSTS                              |                                  |       |  |
|--|----------------------------------|-------|--|
| Blue Room  | MAX 45                           | \$175 |  |
| Gold Room ( Bar Area - available Tues. and Sun.) | MAX 85                           | \$225 |  |
| Pavilion   | Noise ordinance in effect at 9pm | \$275 |  |
| Scenic Room (Banquet Area)                       | MAX 200                          | \$475 |  |

|  |               |       |
|--|---------------|-------|
| KOC Caterer  | Outside Cater | Self  |
| KOC per plate _____ x # of guests _____ + 6% tax and 15% gratuity= |               | total |

|                                  |  |
|----------------------------------|--|
| Additional Fees as noted on back |  |
|----------------------------------|--|

All parties are scheduled for 6 hours, additional hours may result in an additional fee of \$75/HOUR.  
 Each party will be charged a refundable deposit of \$75.00.

|             |
|-------------|
| <b>\$75</b> |
|-------------|

This will be returned provided that things are cleaned up and left in the condition found.

**I understand the clean up clause of this contract** \_\_\_\_\_

|   |  |
|---|--|
| Beer can be purchased by 1/4 keg at \$100 _____ |  |
| 1/2 keg at \$170 _____                          |  |
| Wine can be purchased by large box \$40 _____   |  |

All alcohol **MUST** be purchased from the Columbus Association in accordance with PALCB rules.

**I understand the Alcohol clause of this contract** \_\_\_\_\_

|  |              |
|--|--------------|
| <b>A NON-REFUNDABLE FEE OF \$100 IS REQUIRED TO HOLD YOUR DATE</b>                         |              |
| Deposit: Cash _____ Check # _____ (\$35 fee if returned) Credit Card _____ (affix receipt) | <b>\$100</b> |

**All purchases must be paid in full 2 weeks in advance. Thanks for your cooperation.**

Customer Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Columbus Association Representative Signature \_\_\_\_\_  
 \_\_\_\_\_

|              |  |
|--------------|--|
| Total Due    |  |
| Less Deposit |  |
| Coupon       |  |
| Balance      |  |