

Kosciusko Hall
Rental Rates and Policies 2018
www.kosciuskocommunityhall.com
830-391-0817

Wedding Rental Rates:

\$1,500.00 with Open Bar

\$1,800.00 closed Bar

You are entering into a contract with Kosciusko Hall.

The rental fee is for the use of the facility which includes:

1. A large 10,500 square foot air conditioned facility
(4,000 square foot, wooden dance floor)
2. Full Kitchen
3. Walk-in cooler
4. Open-Air, Outdoor Pavilion
5. Large Capacity Barbeque Pits
6. Stainless Steel Tables for Large Cook-outs and Picnics
7. A staffed Bar Style Drink Service Area
8. Large Ice Machine
9. ATM Machine
10. Cleaning (the rental fee includes cleaning)

An additional minimum charge of \$50.00 or more will be added for excessive cleaning. You must remove your personal items.

Kosciusko Hall Rental Fee Also Includes:

1. Tables and Chairs
60 eight foot long tables (30" x 8')
10 six foot long tables (30"x 6')
550 folding chairs
2. 3 Portable Bars
3. Paper goods are furnished for the restrooms.
4. Trash can liners are provided for event day.
5. Dumpster is provided for your use.

Additional Items and Service that can may be rented and/or provided by Kosciusko Hall for an Additional Fee

1. (16) 60" round tables -- Rental Fee \$8.00 per table. You will be billed for the number of tables you use on the day of your event.
2. USE OF A/C:
 - A. The Hall rental price includes A/C use for the day of your event **ONLY**. On your event day, all units will be will running.
 - B. For WEDDINGS the hall rental includes A/C on Friday also.
(center A/C units only on Friday)
 - C. If you would like the A/C on prior to your event date it will be an additional \$50.00 per day. (Only the center A/C units will be on).
You will be billed for the extra days of A/C on the day of your event.
3. Kitchen Draping: Kosciusko Hall can drape the kitchen for an additional \$50.00. The draping will be hung on Friday evening or Saturday morning.
4. **Cleaning During your Event:** Kosciusko Hall does not have anyone to clean spills or dump trash cans during your event. If you would like we can hire someone for \$25.00 per hour plus dinner. Usually 2 hours is enough time to clean everything during and after dinner.
This is an additional expense.
5. Security Officers -- Security Officers are required for a minimum of 4 hours and will be provided by Kosciusko Hall.
The fee is \$25.00 per officer, per hour for a total of \$200.00.
4 hours is the minimum number of hours that you must have law present.
If you would like additional hours of law service that can be arranged.
You will be billed for this service on the day of your event.

Rules for the use of the Facility

1. HALL ENTRY

For weddings and large parties, you may obtain access to the facility on the **Wednesday** before your event.

****We will meet Tuesday evening at 6:30P.M. to:**

- a. Issue your hall key code
- b. Finalize paperwork
- c. Final Hall Rental payment and Damage Deposit is due
- d. Take care of questions

EARLY ENTRY: If you would like to get in the hall Sunday, Monday, or Tuesday before your event the following have to apply:

- a. The hall is ready, clean and available at the earlier date.
- b. \$75.00 charge per extra day. Must be paid prior to hall entry.
(this does not include A/C, A/C is an additional charge)

****NOTE:** You will **ONLY** be charged the Early Entry Fee on Tuesday if you want to start before 6:30P.M. on Tuesday.

HALL KEY CODE:

You will be issued your **Hall Key Code** on your entry day after:

- a. Your rental is paid in full
- b. Your Damage Deposit is paid
- c. If you are starting early (Sunday, and/or Monday, and/or Tuesday) your Early Entry Fees are paid.

2. Absolutely **NO SMOKING** inside the Hall.

3. No **PETS** allowed at the hall unless they are service animals.

4. **ABSOLUTELY NO STANDING OR SITTING ON THE TABLES or PORTABLE BARS!!!**

5. Ladders are in the storage room on the left side of the stage.

6. Tables and Chairs

- A. No tables and chairs in the hall are to be taken out of the hall.
- B. No outside picnic tables are to be brought into the hall.
- C. No **STAPLING** items to the tables.

7. **NO propane tanks or burners inside the hall**

8. There are 3 portable bars that can be moved and used where needed except on the dance floor.
 - A. We ask that if you are using these for drinks to please line the top with plastic to prevent spills from getting on the wood.
 - B. No staples or tape
 - C. **ABSOLUTELY NO STANDING OR SITTING ON THE PORTABLE BARS!!!**
9. The icicle lights that are hanging on each side of the hall and the stage area are **NOT** to be removed.
10. STAPLES AND TAPE
 - A. No **STAPLING** items to the tables.
 - B. No **STAPLING** or **TAPING** items to any of the portable bars.
 - C. No **STAPLING** or **TAPING** on the poles.
 - D. No **STAPLING** or **TAPING** on the walls.

THE ONLY PLACE THAT STAPLES AND DOUBLE SIDED TAPE ARE ALLOWED IS THE SMALL FACEBOARD. ALL STAPLES AND TAPE MUST BE REMOVED.

11. **TRASH REMOVAL and SPILLS** Trash removal and cleaning spills during your event is **NOT** provided by Kosciusko Hall.
12. **CLEANING:** The hall is cleaned prior to you receiving the Hall Key Code. We **WILL NOT** clean the hall again before your event if any mess is made while you are preparing for your event. You are responsible for the cleanup.
13. The Restrooms will be checked and prepared on Friday or Saturday before your event.
14. CHILDREN
 - A: **Flower petals on the dance floor:**

We ask that if you see a child(ren) throwing flower petals on the dance floor to please ask the child(ren) to stop or find someone to take care of this problem. The petals are sticky and very hard to clean. They can stain the floor.
 - B: **Children need to be supervised in restrooms:**

We ask that if you see a child(ren) playing in the restrooms to let someone know so that this problem can be corrected: (example playing with toilet paper, toilets, paper towels, soap, flowers, candles, beads, rocks, marbles, or items that are out on the table or counter for guests.)

*****There will be an additional cleaning charge to clean flower petals and excessive restroom cleaning.**

Decorations:

1. **NO** staples, tacks, pins, nails or tape allowed in ceiling or woodwork including wooden poles and walls.
2. **THE ONLY PLACE THAT STAPLES AND DOUBLE SIDED TAPE ARE ALLOWED IS THE SMALL FACEBOARD. ALL STAPLES AND TAPE MUST BE REMOVED.**
(YOUR DAMAGE DEPOSIT WILL NOT RETURNED UNTIL ALL STAPLES AND TAPE ARE REMOVED)
THERE WILL BE \$150.00 CHARGE FOR HALL STAFF REMOVING STAPLES AND/OR TAPE.
3. Only ceiling clamps may be used on the ceiling tiles.
Ceiling Clamps are provided by the hall.
4. No decorations hanging over or on the a/c vents. If there is anything blocking the a/c vent that unit will not be turned on.
5. Candles must be enclosed in a glass container to comply with fire and safety regulations. **NO MATCHES ON THE TABLES.**
6. For weddings taking place in the hall **silk flower petals** are allowed to be thrown during the ceremony by the flower girl(s).
7. RESTROOMS DECORATIONS: The Ladies Restroom at Kosciusko Hall has recently been remodeled and there are some decoration changes:
 - A. Flat marbles or rocks are allowed in the sinks. Please do not use the round marbles that roll.
 - B. Tulle or ribbon can be TIED on restroom doors etc.
 - C. Small tables can be placed and decorated in the restroom.
 - D. Candles in glass containers are allowed
 - E. Flowers are allowed
 - F. Aroma beads are **NOT** allowed in the restrooms unless they are put up high and out of children's reach. **There will be an extra cleaning charge if this item is spilled on the restroom floor and counters.**
 - G. TAPE, STAPLES, TACKS, MOUNTING PUTTY ETC. are **NOT ALLOWED** to be used in the Ladies' Restroom.

8. HAY BALES

- A. Hay bales are allowed inside the hall on the cement area only.
- B. Hay bales are allowed outside the hall by the doors.
- C. You must remove the hay bales and clean the floor and/or outside area.
- D. Please dispose of the small pieces in a trash can, **NOT** on the front outside area of the hall.

***There will be an extra cleaning charge if these items are left on the floor or front area of the hall.

9. Whisky barrels are only allowed on the **cement area**.

10. Please do not drag large items, tables, chairs, doors, portable bars, whisky barrels, hay bales, etc. on the floor. **If scratches and/or damage is found on the floor you will lose part or all of your damage deposit.**

11. Any large items that you wish to place on the wooden floors please call and clear with a hall officer first.

12. Birdseed, rice, small confetti, colored confetti, confetti poppers, silly string, and sprinkled loose glitter is **NOT** allowed inside or outside the hall. **The hall will be inspected after your event. If these items are found INSIDE or OUTSIDE the hall, you will lose your damage deposit.**

13. CONFETTI: LARGE 2"x3/4", WHITE ONLY confetti is allowed.

OUTSIDE ONLY: Please have someone pass out the confetti when the bride and groom are leaving.

You need to bring a leaf blower and have someone remove the confetti from the door areas after your departure.

Small confetti IS **NOT** ALLOWED.

Colored confetti IS **NOT** ALLOWED.

13. Glow sticks are allowed inside and outside the hall.

14. Bubbles **are not allowed** in the hall facility. **OUTDOORS ONLY.**

Please have someone pass the bubbles out when the bride and groom are leaving.

15. Sparklers, are allowed outside only and under supervision.

*****All sparklers, glow sticks, bubble containers etc. need to be picked up and thrown away in a trash can.**

*****There will be an extra cleaning charge if these items are left on the ground.**

*****If you have an item that you would like to use that is not on the listed, contact a hall officer for approval before using.**

Cleaning after your Event:

We ask that all personal items be moved out of the hall including food no later than 3:00P.M. on Sunday.

The cleaning crew will start at **3:00PM on Sunday.**

TABLE AND CHAIR COVERINGS AND TRASH

A: All table coverings (linen, paper, or plastic), and trash is to be removed by the renters.

B: All chair coverings are to be removed by the renters.

C: All trash from the guest and head tables (including food, drinks and cans) is to be removed by the renters.

D: All cake, snack, and drink tables and/or areas need to be cleaned and trash removed by the renters.

All trash cans need to be placed by the double door by the men's restrooms. You can leave the trash bags in the trash cans and the cleaning crew will empty the trash cans in the dumpster. Trash bags are provided by Kosciusko Hall for Saturday and Sunday.

TABLES AND CHAIRS SET-UP

TABLES: We ask that you set the tables in 14 rows of 3 tables each. (see diagram on the door to the table and chair closet)

ITEMS LEFT IN THE HALL

All personal items, (including decorations, food, etc.) are to be removed from the hall by **3:00P.M.** on Sunday. If items are being left in the hall for the next event this must be approved by one of the Kosciusko Hall Officers.

**Wall Draping must be tied up so that the floors can be swept and mopped.

**Large items are to be placed on the front cement area.

Please sweep the floor before placing the items there.

**Rented table and/or chairs can be left until Monday, on the cement area only.

Please sweep the floor before placing the chair and/or tables there.

OUTSIDE AREA

If you are using the outside area you need to make sure that:

- A: All table covering are removed by the renters and placed in the trash can
- B: All food and drinks are removed by the renters and placed in the trash can
- C: Wedding couple send off items (bubble containers, sparkler sticks, glow sticks, etc.) are in the trash can.
- D: Decoration and/or flowers are in the trash can or packed away.
- E: Hay bales: Please dispose of the small pieces of hay in a trash can.

BAR-B-QUE PITS

If you are using the Bar-B-Que pits we ask that clean the pits and the pit area after using.

An additional minimum charge of \$50.00 will be added for excessive cleaning.

Your Damage Deposit Check will not be returned until the hall has been inspected.

Bar Setup, Rules and Options

The bar is run by Kosciusko Staff only. Kosciusko Hall is not responsible for your guest's alcohol consumption or actions as a result thereof.

NO OUTSIDE ALCOHOLIC BEVERAGES INCLUDING, BEER, WINE COOLERS, SMIRNOFF, ETC. ALLOWED ON HALL GROUNDS. THESE ITEMS MUST BE PURCHASED FROM THE HALL.

You may bring wine, champagne, margarita machines, and liquor with setups. These are your responsibility.

LIQUOR BARS, WINE BARS, AND MARGARITA MACHINES NEED TO BE CLOSED AND ALL ALCOHOL LOCKED UP AT 8:00P.M.

****LIQUOR BARS, WINE BARS, AND MARGARITA MACHINES MUST HAVE SOMEONE TABC CERTIFIED TO DISTRIBUTE DRINKS.**

You may have family members or friends serve, but they must have proof of their TABC CERTIFICATION.

You can obtain your certification online @www.learn2serve.com

You may have coolers with bottled water, soda, kid's drinks etc. out for your guests. This is your responsibility to keep iced and stocked.

At 7:00P.M. all (soda and bottled water) must be put away.

Drink containers and cups for tea, coffee, punch, water, etc. may stay out all evening. Kid's pouch drinks and juice boxes may also stay out.

This is your responsibility to maintain.

You have several options on how you would like the Bar to run during your event:

1. Can Beer, Can Soda and Bottled Water will be included on the **BAR TAB**.
2. **SPECIALITY DRINKS** can be included in the **BAR TAB** or **SOLD** across the bar to your guest.
3. Your Bar Tab will be ready at the end of the evening.

Bar Prices:

CASH BAR PRICES START AT 7:00P.M. OR EARLIER
DRINK SELECTION ARE SUBJECT TO CHANGE WITHOUT NOTICE
BEVERAGE PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

BAR TAB PRICE: CAN BEER \$36.00 PER CASE TILL 7:00PM

CASH BAR PRICE: CAN BEER CASH BAR PRICE \$2.50 EACH

BUDWEISER, BUD LIGHT, BUD LIGHT LIME, BUD SELECT 55, NATURAL LIGHT
MILLER LITE, MILLER 64
COORS LIGHT
LONESTAR AND LONESTAR LIGHT
MICHELOB ULTRA and MICHELOB ULTRA CATUS LIME
TWISTED TEA

SPECIALITY DRINKS

BAR TAB PRICE: \$48.00 PER CASE TILL 7:00PM

CASH BAR PRICE: \$ 3.00 EACH

DOS EQUIS
SHINER BOCK

SMIRNOFF ICE
SMIRNOFF ICE SCREWDRIVER

JACK DANIELS DOWNHOME PUNCH
JACK DANIELS BLACK JACK COLA

SEAGRAM'S ESCAPE STRAWBERRY DAIQUIRI
SEAGRAM'S ESCAPE JAMAICAN ME HAPPY
SEAGRAM'S ESCAPE CALYPSO COLADA
SEAGRAM'S ESCAPE PEACH FUZZY NAVEL

SUTTER HOME CHARDONNAY
SUTTER HOME MOSCATO
SUTTER HOME PINOT GRIGIO
SUTTER HOME MERLOT
SUTTER HOME CABERNET
SUTTER HOME SWEET RED
SUTTER HOME RED MOSCATO
SANGRIA

NOT YOUR FATHER'S ROOT BEER

BAR TAB PRICE: SODA/BOTTLED WATER \$.75 per can/bottle TILL 7:00PM

CASH BAR PRICE: SODA/BOTTLED WATER \$1.00 per can/bottle

Bar Options

1. **CASH BAR ALL EVENING:** You can have a **CASH** bar all evening. All guest are responsible for his/her own drinks.

2. **BAR TAB with CASH BAR**

You decide the length of time you want your **BAR TAB** to run.

At 7:00P.M. the bar will change to **CASH BAR PRICES**.

3. **ALLOTTED DOLLAR AMOUNT:** The Wedding party can **allot a certain dollar amount**. When the allotted dollar amount runs out or 7:00P.M. the cash bar **PRICES** will open.

****Once the bar changes to CASH BAR the Cash Bar prices go into effect.****

NO CASES WILL BE SOLD ACROSS THE BAR!!

Hall Rental Payment Schedule

Date of Event: _____

\$300.00 Security Deposit due at the time of rental agreement signing.

Date Received: _____

\$450.00 is due 6 months prior to your rental date.

Your payment is due on _____.

We will send 1 payment due notice and you have a 14 day grace period. If the payment is **NOT received by _____, your Hall Rental Date will be open and your Security Deposit will be lost.**

\$750.00 Hall Rental Fee Balance is due before you received your Hall Entry Code.

(this is your copy)

Please fill out, sign and return the following forms:

- 1. Kosciusko Hall Rental Payment Schedule and Cancellation Policy*
- 2. Kosciusko Hall Rental Agreement*
- 3. Fill out Renter Information Sheet*
- 4. \$300.00 check for the Security Deposit. Make check payable to Kosciusko Hall
(this is applied towards the \$1,500.00 rental fees.)*

***Please make sure to fill in all information and sign all documents and mail to:*

*Penne Wiatrek
107 County Road 415
Stockdale, Texas 78160*

Any questions call 830-996-3221 or 830-391-0817

*Thanks,
Penne*

Hall Rental Payment Schedule and Cancellation Policy

Hall Rental Fees:

\$300.00 Security Deposit is required at the time of the rental agreement signing holding your date. **Date Received:** _____

\$450.00 is due 6 months prior to your rental date.

Your payment is due on _____.

**We will send 1 payment due notice and you have a 14 day grace period.

If the payment is **NOT** received by _____, your Hall Rental Date will be open and your Security Deposit will be lost.**

\$750.00 Hall Rental Fee Balance is due before receiving your Hall Key Code for hall entrance.

Cancellation Policy

A cancellation made **6 months prior** to the reserved date will result in the security deposit returned less \$100.00 for booking fees. Otherwise, the deposit is non-refundable. Should your plans change and you need to cancel or reschedule, you must contact a Kosciusko Hall Officer.

Damage Deposit \$300.00

Damage Deposit. We prefer the damage deposit is made in the form a separate check. This check is due prior to entry of the hall. The deposit will be returned within 15 days after your event, provided the premises are returned in the same condition as it was originally rented to you.

Acceptance of the damage deposit does not in any way limit the owner's right to collect for damages in excess of the amount of the damage deposit.

I have read and received a copy of the above rules regarding Hall Rental Fees and pay schedule, the Cancellation Policy, and the Damage Deposit for the rental of Kosciusko Hall.

Signature of Renter _____ *Date:* _____

Accepted by: _____ *Kosciusko Hall Officer*

Kosciusko Hall Rental Agreement

Kosciusko Hall is in NO way responsible for any accidents or liable for any legal incidents of your guest.

The renter is responsible for the actions of their guest. Bear this in mind when planning your event so that someone may make guests aware of our policies. You will be responsible for any damage caused by your guests.

You are responsible for your belongings and any items brought in for your event. Kosciusko Hall is not responsible for any damages or losses.

I have read and received a copy of the above rules for the rental of Kosciusko Hall. I personally agree to abide by these rules and make them known to my guests as necessary. Renter further agrees to indemnify and hold harmless officers and board members of Kosciusko Hall from any and all liability demands, actions and claims arising out of or in any way related to renter's use of premises.

Signature of Renter _____ *Date:* _____

Accepted by: _____ *Kosciusko Hall Officer*

Renter Information Sheet

Date of Event: _____ Date of Contract: _____

Type of Event: _____

Renter(s): _____

Address: _____

E-mail address: _____

Phone Number(s) _____

Total Hall Rental Fee: \$1500.00

\$300.00 Security Deposit is required at the time of the rental agreement signing holding your date. **Date Received:** _____

\$450.00 is due 6 months prior to your rental date.

Payment Due _____ **Date Received:** _____

\$750.00 Hall Rental Fee Balance is due before receiving your Hall Key Code for hall entrance. **Date Received:** _____

\$300.00 Damage Deposit is due before receiving your Hall Key Code. This will be returned if you meet prior requirements. **Date Received:** _____

Signature of Renter _____ **Date:** _____

Accepted by: _____ **Kosciusko Hall Officer**