

# *Kosciusko Hall*

## *Rental Rates and Policies 2023*

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

### *Kosciusko Hall Rental Fee Also Includes:*

1. Tables and Chairs
  - 65 8 ft tables (30" x 8')
  - 8 6 ft long tables (30"x 6')
  - 15 60" round tables
  - 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.
6. White curtains in the kitchen area.

# *Kosciusko Hall Rental Rates*

## *Wedding Rental Rates:*

\$1,500.00 Rental

\$ 300.00 Cleaning

\$ 320.00 Security

Minimum 2 officers, 4 hours each, \$40.00 per hour - TOTAL \$320.00

Tuesday Entry

A/C or Heating - Thurs/Fri/Sat included in the rental price

*Note: If you choose to have a closed bar (Beer or wine will not be served at your reception) your rental rate will be \$1800.00.*

## *Anniversary Rental Rates: 25 year plus*

\$ 750.00 Rental

\$ 300.00 Cleaning (cleaning will be \$150 to \$300 depending on guest count and cleaning hours)

\$ 320.00 Security

Minimum 2 officers, 4 hours each, \$40.00 per hour - TOTAL \$320.00

Wednesday Entry

A/C or Heating - Thurs/Fri/Sat included in the rental price

## *Graduation Rental Rates*

\$ 1200.00 Rental

\$ 300.00 Cleaning

\$ 320.00 Security

Minimum 2 officers, 4 hours each, \$40.00 per hour - TOTAL \$320.00

Wednesday Entry

A/C or Heating – Thurs, Fri and Sat included in the rental price

*No BYOB including liquor for high school graduation parties.*

## *Small Party Rental Rates*

### *Family Reunions/Showers/Birthday Party/Retirement Party*

\$ 500.00 Rental

\$ 150.00 Cleaning

\$ 320.00 Security

Minimum 2 officers, 4 hours each, \$40.00 per hour - TOTAL \$320.00

*\*\*\*\*Security depends on the size of the party*

Thursday Entry

A/C or Heating – 2 days are included in the rental price

## *School Rental Rates*

\$ 750.00 Rental

\$ 300.00 Cleaning (cleaning will be \$150 to \$300 depending on guest count and cleaning hours)

\$ 320.00 Security

Minimum 2 officers, 4 hours each, \$40.00 per hour - TOTAL \$320.00

Wednesday Entry

A/C or Heating – Thurs, Fri and Sat included in the rental price

*Note: At this time, we are not spraying for Covid. If there are an increase in numbers we will start spraying and charging at that time.*

## **ALL RENTALS REQUIRE A \$300.00 DAMAGE DEPOSIT**

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

1. A/C and HEATING A/C: If you would like additional A/C days the cost is 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.
2. **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.

# *Rules for the use of the Facility*

## **1. HALL ENTRY**

We will meet the evening before your entry date to take care of the following:

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

## **2. 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.

3. Absolutely **NO SMOKING or VAPING** inside the Hall. If a person is caught smoking or vaping they will be asked to stop. After the 2<sup>nd</sup> offense they will be asked to leave.

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

## **5. 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.

## **6. PORTABLE BARS**

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

**NOTE: ABSOLUTELY NO STANDING OR SITTING ON THE TABLES AND PORTABLE BARS  
LADDERS CAN BE FOUND IN THE CLOSET NEXT TO THE MEN'S RESTROOM.**

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

8. The lights that are hanging on each side of the hall are **NOT** to be removed.

## 9. STAPLES AND TAPE

- A. No **STAPLING** items to the tables.
- B. No **STAPLING** or **TAPING** items to any of the portable bars, poles, and walls.

**THE ONLY PLACE THAT STAPLES, TACKS, PINS AND DOUBLE SIDED TAPE ARE ALLOWED IS THE SMALL FACEBOARD NEAR THE CEILING. ALL STAPLES, TACKS, PINS, AND TAPE MUST BE REMOVED BY THE RENTER.**

## 10. TRASH REMOVAL DURING YOUR EVENT

Trash removal and cleaning spills on the floor during your event is **NOT** provided by Kosciusko Hall during your event.

## 11. 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.

## 12. RESTROOMS

The Restrooms will be checked and prepared on Friday or Saturday, before your event.

## 13. 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.)

## 14. Wedding only – Dollar shots can be sold but must be completed before dinner.

**No shots will be sold after dinner or at the liquor bar.**

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

*The hall will be inspected after your event. If these items are found INSIDE the hall, you will lose your damage deposit.*

## *Decorations:*

### **1. STAPLES/TACKS/PINS/NAILS/TAPE ETC.**

- A. The *ONLY* place staples and double sided tape are allowed is the small face board near the ceiling.
- B. **\*\*NO staples, tacks, pins, nails or tape allowed in ceiling or woodwork including wooden poles, walls.**
- C. ALL STAPLES, TACKS, PINS, AND TAPE MUST BE REMOVED BY THE **RENTER**.

### **NOTE:**

**\*\* YOUR DAMAGE DEPOSIT WILL NOT RETURNED UNTIL ALL STAPLES, TACKS, PINS, AND TAPE ARE REMOVED**

**\*\*THERE WILL BE AT LEAST A \$150.00 CHARGE FOR HALL STAFF REMOVING STAPLES, TACKS, PINS, AND TAPE. PRICE DEPENDS ON NUMBER OF HOURS NEEDED TO COMPLETE THE JOB.**

- 2. Only ceiling clamps may be used on the ceiling tiles.  
Ceiling Clamps are provided by the hall.
- 3. 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.
- 4. Candles must be enclosed in a glass container to comply with fire and safety regulations. **NO MATCHES, LIGHTERS, OR STRIKERS ON THE TABLES.**
- 5. Restroom Decorations: No pins, staples, tacks, tape can be used. You may use tulle, flowers, candles in glass containers, flat rocks in the sink. We provide hand soap but you may bring your own. Aroma beads are **NOT** allowed in the restrooms unless they are put up high and out of children's reach.
- 6. Birdseed, rice, confetti, silly string, confetti poppers and sprinkled loose glitter is **NOT** allowed **inside or outside** the hall. If you have an item that you would like to use that is not on the list ask a hall officer for approval before using.  
**NOTE: There will extra cleaning charge for cleaning confetti and glitter.**
- 7. Glow sticks are allowed inside and outside the hall.
- 8. For weddings taking place in the hall **silk flower petals** are allowed to be thrown by the flower girl(s).
- 9. Bubbles **are not allowed** in the hall facility. **OUTDOORS ONLY.**  
Please have someone pass the bubbles out when the bride and groom are leaving.

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

11. All outside trash (including send off trash) needs to be picked up and thrown away.

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

## 12. 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.

13. Whisky barrels are only allowed on the **cement area**. If you plan on placing them on the dance floor it must be cleared by one of the hall officers.

14. 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.

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

## *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: Any tables that have spills on them need to be cleaned.
- C: All chair coverings are to be removed by the renters.
- D: All trash from the guest and head tables (including food, drinks and cans) is to be removed by the renters.
- E: All cake, snack, and drink tables and/or areas need to be cleaned and trash removed by the renters.
- F: 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 take 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.

**CHAIRS:** We ask that all chairs are folded and 8 chairs are placed on top of each table.

**ROUND TABLES** All round tables need to be cleaned, folded and placed back on the round table rack in the table 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 picked up and thrown away.
- 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.

**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.

## ***Additional Cleaning Service:***

**\$400.00**

You are only responsible for removing your personal items, cloth linens, and food.

1. We throw away all trash.
2. We break down, clean, and put all tables back in place.
3. We clean, fold and put all chairs back in place.
4. We clean the outside area.

## *Bar Setup, Rules and Options*

The bar is run by Kosciusko Hall 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.

**\*\*No liquor or liquor bars at high school graduation parties.**

**LIQUOR BARS, WINE BARS, AND MARGARITA MACHINES NEED TO BE CLOSED AND ALL ALCOHOL LOCKED UP 2 HOURS PRIOR TO YOUR EVENT'S ENDING TIME OR 9:00PM WHICHEVER TIME COMES FIRST.**

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.

## *Bar Prices:*

**DRINK SELECTION ARE SUBJECT TO CHANGE WITHOUT NOTICE**  
**BEVERAGE PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**BAR TAB PRICE: BEVERAGE PRICES \$2.50 PER DRINK FIRST 3 HOURS**  
**INCREASING TO \$3.00 PER DRINK**

**CASH BAR PRICE: \$3.00 PER DRINK**

BUDWEISER, BUD LIGHT

MILLER LITE

COORS LIGHT

LONESTAR AND LONESTAR LIGHT

MICHELOB ULTRA and MICHELOB GOLD, MICHELOB INFUSION

TWISTED TEA, TWISTED TEA LIGHT

DOS EQUIS

SHINER BOCK

KARBACH RANCH WATER

SMIRNOFF VARIETY

TOPO CHICO VARIETY

SUTTER HOME CHARDONNAY

SUTTER HOME MOSCATO

SUTTER HOME PINK MOSCATO

SUTTER HOME MERLOT

SUTTER HOME SWEET RED

SUTTER HOME CABERNET SAUVIGNON

**BAR TAB PRICE: SODA/BOTTLED WATER \$ .75 per can/bottle FIRST 3 HOURS**  
**INCREASING TO \$1.00 per can/bottle**

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

## *Bar Options*

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

**1. CASH BAR ALL EVENING:**

You can have a **CASH** bar all evening.

Guests 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.

The first 3 hours of your party the prices are \$2.50 per drink and .75 cents for water and soda. After the 3 hour mark prices increase to \$3.00 per drink and \$1.00 for soda and water.

- 3. ALLOTTED DOLLAR AMOUNT:** The Wedding party can **allot a certain dollar amount for their BAR TAB**. The first 3 hours of your party the prices are \$2.50 per drink and .75 cents for water and soda. After the 3 hour mark prices increase to \$3.00 per drink and \$1.00 for soda and water. The CASH BAR will open when the allotted amount is reached.

Your Bar Tab will be ready at the end of the evening.

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*

*Type of Event:* \_\_\_\_\_

*Date of Event:* \_\_\_\_\_

*Total Rental Fee:* \_\_\_\_\_

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

**Date Received:** \_\_\_\_\_

\$ \_\_\_\_\_ is due 6 months prior to your rental date.  
½ of your rental fees minus your security deposit.

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.\*\***

\$ \_\_\_\_\_ 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 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 830-391-0817*

*Thank- you*

*Penne Wiatrek  
Secretary  
Kosciusko Community Hall*

# *Hall Rental Payment Schedule and Cancellation Policy*

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Total Rental Fee \_\_\_\_\_

## *Hall Rental Fees:*

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

\$\_\_\_\_\_ is due 6 months prior to your rental date. ½ of your rental fees minus your security deposit.

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.\*\*

\$\_\_\_\_\_ 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 \$200.00 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 Contract: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Renter(s): \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

\*\*\*\*\*

*Total Hall Rental Fee:* \_\_\_\_\_

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

**\$\_\_\_\_\_ is due 6 months** prior to your rental date.  
**Payment Due** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**\$\_\_\_\_\_ 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*