

**Riverton Columbus Club – Marian Banquet Hall**  
**335 South 4<sup>th</sup> Street - PO Box 116**  
**Riverton, Illinois 62561**

**Rental Information Sheet**

*This is a quick reference sheet pertaining to our rentals – please see our rental agreement for more details.*

1) Capacity – The Main Hall will seat up to 400. The Community Room will seat up to 40

2) Rental Fee's;

	Mon-Thu	Friday	Saturday	Sunday	Special
Main Hall	\$300	\$600 (a)	\$800 (a)	\$500	Note c
Community Room	\$125	\$125	\$125	\$125	Note c

Notes;

- a. Friday Night /Saturday package rental available for \$1100. If a Friday in the Main Hall is available 14 days prior to a booked Saturday event, it can be rented for an additional \$200.
- b. Discounts available for multiple day bookings – ask for details.
- c. Special pricing available for Funerals/Celebrations of Life – ask for details. Requests for discounted pricing for fundraisers, etc should be submitted in writing to the Riverton Knights of Columbus for consideration.
- d. Weekday holidays to be charged at Friday Rate.

3) Payments;

Rental Down Payment - 50% (non-refundable) due at time of booking and a Credit Card on File.

Rental Final Payment – Due 30 days prior to booked date.

4) Rental Time

Rental time is for a period up to 5 hours. Additional time may be purchased for \$100/hr. Daytime Business meeting/conference terms may vary based on client's specific needs. Regardless of rental period, the hall must be vacated no later than 12:30am.

5) Setup Time

The Hall will be available at 9:00am the day of the rental. If a renter has other needs, please speak to us. Daytime Business meeting/conference terms may vary based on clients specific needs.

6) Cleanup/Damages Fee

All rentals in the Main Hall will be charged a \$75 cleanup fee. There may be additional charges if excessive cleaning is required. Rentals in the Community Room will not be charged a cleaning fee as long as it is returned to its "pre-rental condition". Renter's credit card will be charged actual repair/replacement costs, including parts and labor, for any and all damages.

7) Catering/Food

We always recommend use of our preferred vendors, but renters may bring in other vendors and/or provide food themselves. There are no cooking facilities for use on-site. You and/or your vendor may use our kitchen for warming and food preparation only, but there may be an additional charge.

#### 8) Decorations

We believe we are fairly flexible in this area and our staff will work with you to help achieve the “look and feel” you are trying to obtain. Please refer to our staff for any questions.

In addition, the club has decorations on-site available to enhance your event. Please talk to our staff about these options.

#### 9) Audio Visual Equipment

The Main Hall has a PA system and a Video Monitor System available for use. Costs are as follows;

a. PA System with a single microphone - \$25

b. Video System (up to 4 stationary large screen monitors) with a single input - \$50

*Note: The system will support up to 4 separate inputs with configurable outputs – if you have a specific need or desire, please speak to our staff.*

#### 10) Bar

The Hall has a full service bar available and its offerings can be configured to meet your needs. A bartender at \$15/hr is required for every 125 people. All alcohol must be purchased from the hall. As a rule, all other refreshments must be purchased from the hall as well, but some allowances may be given on a case by case basis. Please refer to our agreement and speak to our Bar Manager for more information.

***Terms are subject to change without notice. Agreements in force will retain contracted prices.***