

# Great Beginnings

Catering & functions at the Knights of Columbus Hall  
47 High Street - Sanford ME 04073  
1-207-324-4999  
email: cater2u@metrocast.net  
web: www.cater2u.biz

## FUNCTION HALL AGREEMENT

NAME: \_\_\_\_\_ TYPE OF FUNCTION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ EST. NUMBER OF GUESTS: \_\_\_\_\_  
FUNCTION START TIME: \_\_\_\_\_ FUNCTION END TIME: \_\_\_\_\_ MEAL SERVED AT: \_\_\_\_\_

HALL RENTAL FEE: Knights Room - \$450 for up to 6 hours; \$75 per each additional hour (plus 2 hours for set-up/decorating)  
Columbus Room - \$450 for up to 6 hours; \$75 per each additional hour (plus 2 hours for set-up/decorating)  
Both Rooms - \$775 for up to 6 hours; \$75 per each additional hour (plus 4 hours for set-up/decorating)  
Linen Rentals for functions (catered or otherwise) are additional at cost.  
*For non-food, bar-only functions, there is a \$20 per hour security fee. You can waive this if you provide security personnel.*

ROOM DEPOSIT: \$450 or \$775 (non-refundable) with agreement to secure your date. Please make checks payable to *Great Beginnings Catering*. **Send to Great Beginnings at 127 Sunset Road, Springvale ME 04083**

PAYMENT: 50% of function bill (catering, linens, rental items, etc.) is due thirty (30) days prior to the event; the remaining balance is due ten days before the event day. Any additional charges incurred will be due on the day of the event.

REFUND POLICY: There will be NO refunds for any payments relating to function services (food, linens, rental items, etc.) made within 120 days of the event. **As stated above, room deposit is not refundable.**

ATTENDEE COUNT: A preliminary attendee count is required with application or no later than thirty (30) days prior to the event. Your count should include all who will be dining. Final count is due no less than ten (10) days in advance of your function. This will be the basis for the minimum amount charged. There will be no refunds or credits.

### CLUB FUNCTION POLICIES

- Renting Party is responsible for actions of any of their guests. Any damage or misconduct will be the Renting Party's responsibility.
- Renting Party is responsible for any damages to equipment or premises caused by any guest or outside entity hired by Renting Party.
- All food and beverage must be purchased from Great Beginnings Catering. Great Beginnings will be happy to work with the Renting party regarding any special preferences. An exception to this rule applies to special cakes (wedding, anniversary, etc.)  
**No alcoholic beverages may be brought onto the premises under any circumstances.**
- Bartenders have the right to refuse service to anyone who appears intoxicated or who does not have proper identification.
- Last call will be at Management's discretion.
- Great Beginnings/Knights of Columbus will not be held responsible for events, beyond our control, which may affect your function (weather, power outage, etc.) or for lost or stolen articles. Please make arrangements for a member of your group to be responsible for gifts, cards, center pieces, cameras, etc.
- All children must be supervised closely.
- Decorating the Function Hall is permitted. Time for access to do so must be scheduled with Great Beginnings beforehand. All decorations must be removed by the Renting Party. **GLITTER AND CONFETTI ARE NOT ALLOWED.**
- We cannot store items requiring refrigeration. Please schedule delivery of those items accordingly.
- The Knights Room and the Columbus Room are nonsmoking facilities.

**I, the undersigned, understand and agree to abide by all of the above prices, policies and rules. I further agree to hold Great Beginnings Catering and the Knights of Columbus harmless from any liability and/or lawsuits that may result from rental of this property.**

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
(Renting Party)

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
(Great Beginnings Catering)