

THE COLUMNS
ADMINISTRATIVE OFFICE
1216 ELEVENTH AVENUE SUITE 218
ALTOONA PA 16601-3413

Phone: (814) 949-0888
Fax: (814) 941-3682

Web Site: columnsdowntown.com

Rental Agreement

I agree to rent THE COLUMNS (main floor) for (type of event) _____ on (day(s) _____, (date(s) _____ for a charge of \$_____ and submit herewith one-half of the rental charge in the amount of \$_____. The time of the event will be from _____ AM/PM until _____ AM/PM. I will need the room to be available the day preceding the event. For events held on Friday, Saturday, or holidays, the extra day is INCLUDED in the rental fee. For events held Sunday through Thursday, the day before is available at an ADDITIONAL cost of \$200. The anticipated number of people attending this event is approximately _____.

For rehearsal dinners held in THE COLUMNS ANNEX the evening prior to a wedding reception, there is a charge of \$200. The anticipated number of people attending the rehearsal dinner is _____.

RENTER'S NAME _____

ADDRESS _____

PHONE NUMBER _____ CELL PHONE _____

SIGNATURE OF RENTING PARTY _____ DATE _____

Authorization is granted to THE COLUMNS to use photos of our event or commendation letters on its web site or in other promotional materials () YES () NO.

CATERER'S NAME _____

ADDRESS _____

PHONE NUMBER _____ CELL PHONE _____

I have been provided with a written copy of liability responsibilities regarding property damage and personal injury, and agree to be responsible for all or any such occurrences.

SIGNATURE OF CATERER _____ DATE _____

** (If no approved caterer is used for the event, an additional \$250 security deposit is required. See Paragraph 13 under CATERER'S POLICY.)

ACCEPTED FOR THE COLUMNS _____ DATE _____

DEPOSIT

A 50% deposit is required to reserve the date and time of your event. Dates will only be held for two weeks after initial inquiry and/or viewing of The Columns. Deposit is required within the two week period to reserve date.

Any unpaid balance is to be paid thirty (30) days prior to the day of the event. The details of your event must be finalized at least ten (10) days prior to the date of your event.

Cancellations in writing sixty (60) or more days prior to your event, allow for a refund of one-half of the deposit. Cancellations of less than sixty (60) days will result in forfeiture of your entire deposit.