



Columbia Market House Rental Form

Name(s) of Rental Applicant _____

Address of Rental Applicant _____

Contact(s) Email Address _____ Phone Number (____) _____

Type of Rental: ☐ Birthday ☐ Baby Shower ☐ Bridal Shower ☐ Profitable Event
☐ Non-Profit Event ☐ Reunion ☐ Special Dinner Party ☐ Wedding

Date(s): _____ Time(s): From _____ To _____

Estimated Number of Guest(s) _____ Handicap Accessibility ☐ Yes ☐ No

Hour(s) of Rental Needed (please circle): 1hr 2hr 3hr 4hr 5hr 6hr 7hr 8hr 9hr 10hr other _____

Caterer(s) Name(s) _____

Kitchen Use Needed: ☐ Yes ☐ No Kitchen Rental Rate: \$25.00 per hour (Safe Serve required)

Chair(s) Needed: _____ Table(s) Needed: _____ (table cloths are not included)

Formation of Table(s): _____

Decoration(s): _____

Entertainment: ☐ DJ ☐ Live Music ☐ Other _____

Liability Insurance Certificate (required): _____

Rental Price Agreement per hour \$ _____ X Hour(s) _____ = Total _____

Down Payment Amount (25% required non-refundable): \$ _____ Check# _____

Signature of Applicant(s) _____ Date _____

Signature of Market Manager _____ Date _____

Agreement: This rental agreement between renter(s) and Columbia Borough is a binding contract that both entities agree on this proposal of rental. Columbia Borough and Market House Management has the right of rental refusal based on the above written application. Renter(s) are liable for all accident(s) and damage(s) on the property of the Columbia Market House on certification of liability insurance. Renter(s) agree on cleaning of kitchen and rental space before leaving the facility of use.

Renter(s) Signature _____ Date: _____