

CITY OF WEST POINT
RENTAL AGREEMENT
(Events/Receptions/Meetings)
NIELSEN COMMUNITY CENTER

1. Name of Renter: _____

2. Type of Event: _____ Number Attending _____

3. Number of days of use: _____ Dates of use _____

4. Ballroom Rental Fees:

(✓ check areas to be rented)

Charter West Ballrooms:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Entire Ballroom (A-E)
\$1100.00/day
(145' x 88') | <input type="checkbox"/> Ballroom A (with stage)
\$700.00/day
(75' x 88') | <input type="checkbox"/> Ballrooms B-E (no stage)
\$550.00/day
(61' x 88') | <input type="checkbox"/> ¼- Ballrooms C&E or
<input type="checkbox"/> ¼- Ballrooms B&D
\$275.00/day
(61' x 44') |
| <input type="checkbox"/> Ballroom B Only-\$225.00/day (39' x 44') | <input type="checkbox"/> Ballroom C Only-\$225.00/day (39' x 44') | <input type="checkbox"/> F&M Foyer Only -- \$225.00/day
(37' x 60') | |
| <input type="checkbox"/> 1/8 Ballroom- D-\$175.00/day (22' x 44') | <input type="checkbox"/> 1/8 Ballroom- E-\$175.00/day (22' x 44') | <input type="checkbox"/> F&M Foyer Only On Setup Day
with Full Ballroom \$100.00 | |

Kitchens

- Kitchen A w/Ballrooms B-E - \$125.00/day Kitchen B w/Ballroom A (includes serving area)\$175.00/day

Set-up Rental Fees:

- \$150.00 for half of Ballroom \$350.00 for Full Ballroom (**NOT** limited to one day prior to event)

- Citizens State Bank Meeting rooms:**
- | | | |
|---|-------------|--------------|
| <input type="checkbox"/> Small (Meeting Room A) | (15' x 27') | \$85.00/day |
| <input type="checkbox"/> Large (Meeting Room B) | (30' x 27') | \$100.00/day |
| <input type="checkbox"/> Combined (Meeting Rooms A&B) | (40' x 27') | \$155.00/day |

- Other Rentals:**
- | | |
|--|---------------------------|
| <input type="checkbox"/> Portable Stage Platforms (quantity up to 6) | \$25.00 (6x8) \$15 (4x8) |
| <input type="checkbox"/> Portable Projection Screen (Velcro or Freestand) | \$50.00/day |
| <input type="checkbox"/> Epson VGA/HDMI Projector | \$75.00/day |
| <input type="checkbox"/> Fountain Pop + Cups etc. (Located in Service Bar) | \$50/100 people attending |

Rental fee \$ _____
 Other Rentals \$ _____
 Kitchen fee \$ _____
 Setup fee \$ _____
TOTAL RENT \$ _____

Total Rent	\$ _____
Damage Deposit	\$ _____
Minus Holding Reservation Deposit	\$ <u> -75.00 </u>
BALANCE DUE	\$ _____
to be paid on arrival of facility	

5. **Damage and/or Cleanup Deposit:** In addition to the rent, a separate check payable to the City of West Point for a damage and/or cleanup deposit equal to the amount of the Total Rent listed in No. 4 above shall be paid at the time the keys are picked up. Deposit will be held until a walk through of the facility has been completed following the event. The renter shall be responsible for any and all damages. Renter's liability shall not be limited to the amount of the deposit.

6. Holding Reservation Deposit: Upon payment of a \$75.00 holding reservation deposit, renter will be placed on the rental/use calendar. This deposit will be applied toward the rental fee and is refundable upon written notification of cancellation at least 60 days prior to event.
7. Keys: Keys will not be given out until the first day of the rental event and shall be returned immediately following the event to the facility manager. The Facility may be open the day before or day of the event.
8. Arrangements: Setting up of tables and chairs and all service arrangements shall be completed by Renter, unless other contract services are arranged. Tables and chairs are to be returned to the storage areas. Signage is posted in the chair closets for correct return of the chairs & tables. Please follow instructions. All dishes, silverware, towels, table covers, napkins, and other such items shall be furnished by Renter. No tobacco products are allowed in the facility. **Smoke or fog machines are prohibited.**
9. Hours of Operation: No Alcohol Served after Midnight. Night time use of the facility shall not extend past 1:00 AM and all cleanup work must be completed and all equipment/material removed and the building Vacated by 2:00 AM.
10. Alcoholic Beverages: **Limit 2 Drinks per person Per trip, also NO Drinks on the Dance Floor**
 Will Event be open to the general public - Yes No
 Will Alcoholic Beverages be consumed - Yes No Will Alcoholic Beverages be Sold - Yes No



The Renter acknowledges that the Renter is aware of the regulations governing the use of the Community Center as outlined in Resolution No. **2015-20** and agrees to be responsible for any and all damage caused to the Community Center or Community Center property by the Renter, or the Renter's guests. The Renter further agrees to reimburse the City for all repairs necessitated by such damage.

Renter agrees not to hold the City responsible for any claims, demands, judgments, and expenses incurred in connection with a death or injury to persons or for loss of or damage to property arising out of, or in connection with, the use of the occupancy of the premises that may be attributable specifically to the Renter, Renter's guests, or use of the premises.

The Renter shall not knowingly tolerate a violation of liquor laws at the Community Center specifically including drinking by minors and procuring alcohol for minors.

The Renter shall not discriminate in their use of the Community Center with respect to any class of persons protected by state or federal laws, including for reasons of race, sex, national origin or religion.

The Community Center rental fees, regulations and rules are subject to change at any time and Renter agrees to abide to any such changes.

Would you like to have your event posted on the Nielsen Community Center Website?
 Yes No

Name: _____

Address: _____

Phone: _____ Date: _____

CITY OF WEST POINT
 Nielsen Community Center
 200 Anna Stalp Ave.
 West Point, NE 68788
 Phone:(402)372-0184 Fax: (402)372-1105

Date Received: _____

Renters Email: _____

RENTER SIGNATURE