

Dates of Use: _____

Incident Number: _____

**RENTAL AGREEMENT
FOR USE OF CITY AUDITORIUM AND/OR
NORTH MEETING ROOM
WAYNE, NEBRASKA**

1. Name of Renter: _____

2. Purpose of Rental: _____

3. Rental of *(check all that apply)*:

Auditorium _____

North Meeting Room _____

Kitchen _____

Sound System _____

4. Period of Auditorium Use:

Number of Days: _____ Hours of Day: _____

Dates of Use: _____ Day(s) of Week: _____

5. Rental Charge: \$ _____ Date Paid: _____

Security Deposit: \$ _____ Date Paid: _____

Total Charge: \$ _____

6. RENTAL FEES MUST BE PAID AT LEAST ONE MONTH IN ADVANCE

Checks will be made payable to the City of Wayne.

7. Cancellations must be given **48 hours** in advance to receive the **rental fee refund** and **30 days** in advance to receive the **security deposit refund**.

8. A security deposit of \$150 is required from all renters. The deposit will NOT be returned unless all requirements for usage have been met.

The Undersigned agrees to the terms and conditions set forth herein (including Addendum Nos. 1 & 2 attached hereto), and the City acknowledges receipt of payment of the rental charge specified in Section 4 above.

CITY OF WAYNE, NEBRASKA

Renter: _____

Address: _____

By _____

Telephone: _____

****Rental Terms & Cleaning Packet Received:** _____

(Signature of Renter)

**ADDENDUM NO. 1 TO RENTAL AGREEMENT
FOR USE OF CITY AUDITORIUM
AND/OR
NORTH MEETING ROOM**

Agreement for Consumption of Alcoholic Beverages

1. I/We, _____, request
(Responsible Party for Agreement Referenced Above)
permission to serve alcoholic beverages on _____,
(Date(s) of Use)
during my/our use of the City Auditorium and/or North Meeting Room for
_____.
(Purpose of Use)

2. I am/We are at least twenty-one (21) years of age.

3. I/We agree that consumption of alcoholic beverages will be in compliance with the applicable liquor laws, rules and regulations of the State of Nebraska, Wayne County, and City of Wayne. Any activity requiring approval of the Nebraska Liquor Control Commission will be obtained and evidence of said compliance will be furnished to the City of Wayne at least three (3) days prior to my/our use of the City Auditorium and/or North Meeting Room. I/We further agree to hold the City of Wayne, Nebraska, and their agents harmless for and from any violation that may occur during this use period.

4. Alcoholic beverages will be available to attendees.

1. () At no cost

3. () Included in cost of admission

2. () Licensed caterer cash bar

A special designated liquor license permit will be required for Nos. 2 and 3 above.

5. I/We understand that failure to comply with any of these conditions will result in the immediate cancellation of the use agreement. I/We further agree to release the City of Wayne and its agents of all obligations and hold them harmless from any loss I/we may suffer as a result of such cancellation.

RESPONSIBLE PARTY:

CITY OF WAYNE, NEBRASKA

By _____

By _____

Date: _____

Date: _____

AUDITORIUM KEY AUTHORIZATION

Auditorium Key Authorized To

Name: _____

Address: _____

Telephone: _____ Date(s) Reserved: _____

Reason: _____

Estimated Time of Use: _____ Authorized By: _____

Sound System Microphone Number(s): _____

Key Signed Out

Name Released To: _____ Released By: _____
Signature Officer or Dispatcher Initials

Address: _____ Telephone: _____

Date: _____ Time: _____

Key Signed In

Name Returning: _____ Returned To: _____
Signature Officer or Dispatcher Initials

Date: _____ Time: _____

Key Signed Out

Name Released To: _____ Released By: _____
Signature Officer or Dispatcher Initials

Address: _____ Telephone: _____

Date: _____ Time: _____

Key Signed In

Name Returning: _____ Returned To: _____
Signature Officer or Dispatcher Initials

Date: _____ Time: _____

Key Signed Out

Name Released To: _____ Released By: _____
Signature Officer or Dispatcher Initials

Address: _____ Telephone: _____

Date: _____ Time: _____

Key Signed In

Name Returning: _____ Returned To: _____
Signature Officer or Dispatcher Initials

Date: _____ Time: _____

AUDITORIUM KEY AUTHORIZATION

Key Signed Out

Name Released To: _____ Released By: _____
Signature Officer or Dispatcher Initials

Address: _____ Telephone: _____

Date: _____ Time: _____

Key Signed In

Name Returning: _____ Returned To: _____
Signature Officer or Dispatcher Initials

Date: _____ Time: _____

Key Signed Out

Name Released To: _____ Released By: _____
Signature Officer or Dispatcher Initials

Address: _____ Telephone: _____

Date: _____ Time: _____

Key Signed In

Name Returning: _____ Returned To: _____
Signature Officer or Dispatcher Initials

Date: _____ Time: _____

Key Signed Out

Name Released To: _____ Released By: _____
Signature Officer or Dispatcher Initials

Address: _____ Telephone: _____

Date: _____ Time: _____

Key Signed In

Name Returning: _____ Returned To: _____
Signature Officer or Dispatcher Initials

Date: _____ Time: _____

Key Signed Out

Name Released To: _____ Released By: _____
Signature Officer or Dispatcher Initials

Address: _____ Telephone: _____

Date: _____ Time: _____

Key Signed In

Name Returning: _____ Returned To: _____
Signature Officer or Dispatcher Initials

Date: _____ Time: _____

ADDENDUM NO. 2 TO RENTAL AGREEMENT

Rental Fees/Reservations:

Auditorium: \$250/day; \$100/day for State registered, non-profit organizations (proof of status required); \$35 for any youth organization (18 years or younger) for non-fundraising events.

North Meeting Room: \$75/day; \$45/day for State registered, non-profit organizations (proof of status required); \$45 for breakfast or lunch meetings (2 hours).

Kitchen: Included with rental of Auditorium or North Meeting Room.

Sound System: There will be a \$200 refundable deposit for use of the system and mikes (this includes the \$150.00 security deposit).

The deposit may be picked up after 4:00 P.M. one week following the reserved date.

Reservations will be kept in the Police Department. Dates for an event **will not be held** without the appropriate **security deposit**. The deposit may be picked up after 4:00 P.M. one week following the reserved date.

**Rent is payable in advance and is subject to change without notice. The remainder of the rental fee shall be paid in full 30 days in advance of the event.

Rental Fee for Setup Time - Auditorium: If Renter needs time to set-up or decorate the day prior to the event, the rental fee will be as follows: \$100 if set-up takes place after 3:00 p.m. the day prior to event; \$250/day if set-up takes place before 3:00 p.m. the day prior to event; no exceptions.

Auditorium Clean-up: The renter is allowed to clean the auditorium (facility) the day after the event if another party has not rented the facility that day. It will be the responsibility of the Renter to contact the Police Department to verify that the facility has not been rented the day after their event to determine clean-up time. If the facility has been rented the following day, then the renter will be required to clean the facility after their event.

Maximum Occupancy: Auditorium – 850; North Meeting Room – 59 (*These numbers reflect seating only and do not include area for tables, decorations, etc.*)

Keys: Auditorium and north meeting room keys may be picked up and signed for at the Police Department. The keys are to be returned to the Police Department any time the user does not have someone in the Auditorium and/or North Meeting Room. All doors are to be pulled shut and locked.

Responsibility: The user, organization, or group renting the Auditorium and/or North Meeting Room is responsible for initial setup, tear down, and clean up of the premises. Supervisors of the event are responsible for notifying all assistants and participants concerning rules and guidelines that must be followed. If the Auditorium and/or North Meeting Room are unfamiliar to you, i.e. lights, sound, etc., or if extensive electrical hookups are required, contact the Police Department one day prior to use. **NO TAPE SHALL BE PLACED ON THE GYM OR STAGE FLOOR. DO NOT SLIDE EQUIPMENT ACROSS THE GYM OR STAGE FLOOR.**

When the Auditorium and/or North Meeting Room is rented for an auction, articles that are not sold and all remaining boxes/packaging must be disposed of by the auctioneer at his expense. Any articles that are sold but cannot be picked up on the day of the sale, must be placed in front hallway and removed by noon the following day.

If there are any problems with the heating or air conditioning system, notify the Police Department.

No tobacco products are allowed.

Usage of the Auditorium and/or North Meeting Room shall not extend past 1:00 A.M., with an approximate time of one and one-half hours (or time as needed) thereafter being allowed for cleanup (2:30 A.M.).

The City of Wayne is not responsible for any lost or stolen items.

**PLEASE SEE REVERSE SIDE FOR
AUDITORIUM AND/OR NORTH MEETING ROOM
CLEAN-UP CHECKLIST.**

CLEAN-UP CHECKLIST

This checklist has been provided for your use in proper clean-up.

- ___ 1. All tables and chairs will be returned to their respective places. In the North Meeting Room, tables (6) will be placed on the carts provided, and chairs (32) will be placed back into the cart that is provided.
- ___ 2. All auditorium seats will be placed in an upright position.
- ___ 3. All paper, beverage containers, and debris shall be picked up in seating area, hallways, bathrooms, and from gym/stage floors.
- ___ 4. Lobby, gym floor, seating area, and stage shall be swept.
- ___ 5. Dumpsters are provided for your usage and are located in the alley. The renter shall be responsible for disposing of any trash over and above what will fit in the dumpsters (e.g. hauling trash to transfer station, obtaining dumpster). Extra garbage bags are provided for you and are in the bottom of those trash containers located inside the building. Any additional garbage bags needed is the responsibility of the renter.
- ___ 6. Stools and urinals will be flushed.
- ___ 7. All countertops will be cleaned off.
- ___ 8. All dust mops, dust pans, small mop/bucket are located on the north wall of the stage area and will be returned and mops will be hung up on respective hooks.
- ___ 9. Kitchen floors will be mopped.
- ___ 10. Refrigerators and freezers will be wiped out.
- ___ 11. Stove top will be cleaned off and the inside of oven cleaned out.
- ___ 12. All sinks will be rinsed out and free of food, debris, etc.
- ___ 13. All equipment or material moved or removed from lobby or stage will be returned. ***Please refer to additional signs posted on the stage for proper storage of the tables and chairs.***
- ___ 14. All lights, including restroom lights, shall be turned off upon leaving the Auditorium and/or North Meeting Room.

AUDITORIUM CLEAN-UP

- The cleaning supplies (**dust mop, broom, dust pan and brush, along with a mop bucket and wringer with a wet mop**) are located in the janitor's closet. Water can be obtained in the janitor's closet or in the men's or women's restroom (a hydrant is located under the sinks). When finished mopping, use **water only, no soaps, detergents, or other cleaning agents will be used.**
- The **plastic rectangle** tables are to be stacked on 4 carts (15 tables to a cart - carts are marked) and will be secured with **2 tie down straps** (do not over tighten straps - just snug so tables will not shift on cart). The **plastic round** tables will be placed on the 3 carts provided (7 tables on one cart and 8 tables on the other). These are marked for your convenience. No straps are needed on the round tables.
- **Chairs** are hung on the racks provided - **4 racks** will hold **84 chairs each** with the rest put in the chair rack located on the north side of the front lobby (25).
- The tables and chairs, when stacked on the carts, may be left on the gym floor against the north and south wall.
- Illustrations showing how the tables and chairs are to be stacked are attached for your assistance and convenience in cleaning up.

NORTH MEETING ROOM CLEAN-UP

- There are to be **6 tables** left in the **North Meeting Room**. Store tables on the cart provided.
- There are **32 chairs** in the **North Meeting Room**. Store chairs on the cart provided.

REMINDERS

After the completion of moving in supplies, equipment, etc., all doors must be closed due to air conditioning and heating costs.

If the dumpster is used for trash disposal, the dumpster lids **MUST** be kept closed between disposals.

Turn cooler off and Report any table damage prior to your event.

