HASTINGS
PARKS & RECREATION

Dear Auditorium Renter:

On behalf of the Hastings Parks and Recreation Department, thank you for your interest in renting the Hastings City Auditorium. Enclosed with this letter are the forms and documents you need to review, complete, and/or return to us in order to complete the reservation process. Those items include:

- Rental application
- Rental agreement
- Auditorium layout
- List of security services
- List of canopy services

We have partially completed the information on the rental application and rental agreement forms. Please provide us with the remaining details of the event. Of particular importance is the event information section including the exact time(s) your group or organization will need access to the facility. The information to appear on the marquee and special needs portion must be answered as well.

The enclosed auditorium layout diagram should be used to draw a floor plan or indicate set-up instructions for us to follow. Please be specific. We encourage you to visit the auditorium before your event and discuss set-up options with Bruce Morse, the Building Maintenance Worker. To set-up an appointment with Bruce please call 402-461-2322.

The completed paperwork and a $100 deposit must be received at the Parks and Recreation office in accordance with line two of the Auditorium Rental Agreement. The remainder of the rental fee is due 30 days prior to the rental date. The rental fee due for your event will be: $_____.

Please return all completed paperwork and the deposit fee to:

Hastings Parks and Recreation Department
2015 W. 3rd Street
Hastings, NE 68901

Again, thank you for your interest in the Hastings City Auditorium. We look forward to working with you and accommodating your function. If you have any questions, please call the Hastings Parks and Recreation at 402-461-2324.

Phone (402) 461-2324 Fax (402) 462-7110
2015 W. Third Street Hastings, Nebraska 68901

HASTINGS CITY AUDITORIUM

Rental Application

Organization		Contact Person
Address		City/State/Zip
Phone	Fax	E-mail

Name of Event _____

Day of Week	**Date**	**Times** *(Include total time for access, set-up and tear-down time)*	
_____	_____	from _____ am pm	to _____ am pm
_____	_____	from _____ am pm	to _____ am pm
_____	_____	from _____ am pm	to _____ am pm

Admission/registration fees or ticket prices to be charged _____

I, _____, representing _____ having read and agreed to the policies and regulations as set forth by the City of Hastings, request permission for the use of the Hastings City Auditorium for the purpose as described in the above application.

Information to appear on marquee:
(Auditorium staff reserve the right to abbreviate as necessary)

SPECIAL NEEDS (Circle Yes or No)

Concessions	Yes	No
Use of Stage	Yes	No
Piano on Stage	Yes	No
Follow Spot	Yes	No
PA System	Yes	No
Auxiliary Stage	Yes	No
Alcohol Served	Yes	No

Other

_____
_____
_____
_____

_____
Organization

_____
Applicant Signature

_____
Parks & Recreation Representative

OFFICE USE ONLY

- ☐ $100 Rental Deposit
- ☐ $250 Sun-Thur Non Commercial
- ☐ $400 Fri-Sat Non Commercial
- ☐ $500 Commercial
- ☐ $200.00 Cleaning Deposit

CITY AUDITORIUM
RENTAL AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 20_____, by and between the CITY OF HASTINGS, NEBRASKA, a Municipal Corporation, hereinafter referred to as the "City", and herein after referred to as the "Renter" _____.

1. The City agrees to rent the Hastings City Auditorium located at 400 North Hastings Avenue, hereinafter referred to as the "Auditorium" to the Renter on the _____ day(s) of _____, 20 _____ for the following purpose: _____.

2. The rental fee for the use of the Auditorium shall be $_____, plus any amounts required by paragraph 3 below. For any reservation, the group will have to pay the $100 deposit and complete the paperwork to secure the requested date. The remainder of the rental fee is due 30 days prior to the rental date. Failure to receive the fee will result in cancellation of the reservation. The deposit is transferable to another date with the approval of the Recreation Superintendent or the Director of Parks and Recreation.

3. The Renter shall have use of the Auditorium on that date between the hours of 8:00 a.m. and 12:00 midnight. **A cleaning deposit of $200 will be required for all rentals serving alcohol at their event.** The deposit will be returned to the renter if the Auditorium is left in good shape. Anything more than routine cleaning will result in a forfeit of the $200 cleaning deposit.

4. The City reserves the right to rent the facility to more than one Renter on any day, if it is determined that there will be no conflicts of use or time.

5. Payment of rent entitles the Renter to use the facility and the chairs and tables therein. The City shall set up and take down chairs and tables, as well as any other equipment made available by the City.

6. Property of the Renter or its invitees, such as decoration, may be utilized by the Renter, but use of any such items which are to be fastened in any manner to any walls, floors, ceilings, pillars, etc., must first be approved by the City. All such items must be removed by the Renter prior to the end of the day. The Renter shall be responsible for the cost of restoring or repairing any part of the structure to its condition prior to installation and removal of all such items.

7. The Renter is responsible for **obtaining a permit to use candles, smoke machines or any other type of equipment that may trigger the alarm system at the Auditorium from the Hastings Fire Department.** The Renter is then required to provide the Auditorium staff with a copy of this permit for the department records.

8. No property of the Renter or its invitees shall remain in the building during times not covered by this agreement.

9. No smoking is allowed within the Auditorium.

10. The Renter shall be responsible for the conduct of all persons present at the Auditorium during the term of the Agreement. When use includes public dancing, the dispensing of alcoholic beverages, or any other activity which, in the judgment of the City, requires supervision, the Renter shall provide, at its expense, uniformed officers or security guards. The number of security personnel required shall be determined by the City. At the City's request, the Renter shall provide written verification of the security provider's current certification or bond. When security personnel are required, they shall be onsite from the start of the event until the end of the event.

11. It shall be the responsibility of the Renter to maintain the Auditorium in good condition. Any damage to or misuse of the Auditorium which occurs during the term of this Agreement, shall be the responsibility of the Renter.

12. In renting the Auditorium, the City does not relinquish the right to manage and control the facility. The City may enforce any reasonable rules and regulations it deems necessary. Any City official or authorized employee may enter any part of the building at any time.

13. For any rental during which it is expected that alcoholic beverages will be dispensed:

    a. **The entity, which will dispense the alcoholic beverages, must possess or obtain a special designated permit issued by the Nebraska Liquor Control Commission.**
    b. **Application for the special designated permit must be submitted to the Hastings City Clerk for processing.**
    c. The holder of the special designated permit and the Renter shall comply with all local, state and federal laws regulating the use and dispending of alcoholic beverages. The City assumes no responsibility for compliance with those laws.

14. The Renter agrees to indemnify the City and hold it harmless from any claim, demand, suit or cause of action which may arise out of the use of the Auditorium by the Renter or any of its guests or invitees, except those claims, demands, suits or causes of action arising due to the negligence of the City.

15. Execution of the Agreement and payment of the rental fee reserves the use of the facility for the Renter, subject to the provisions of paragraph 16 below.

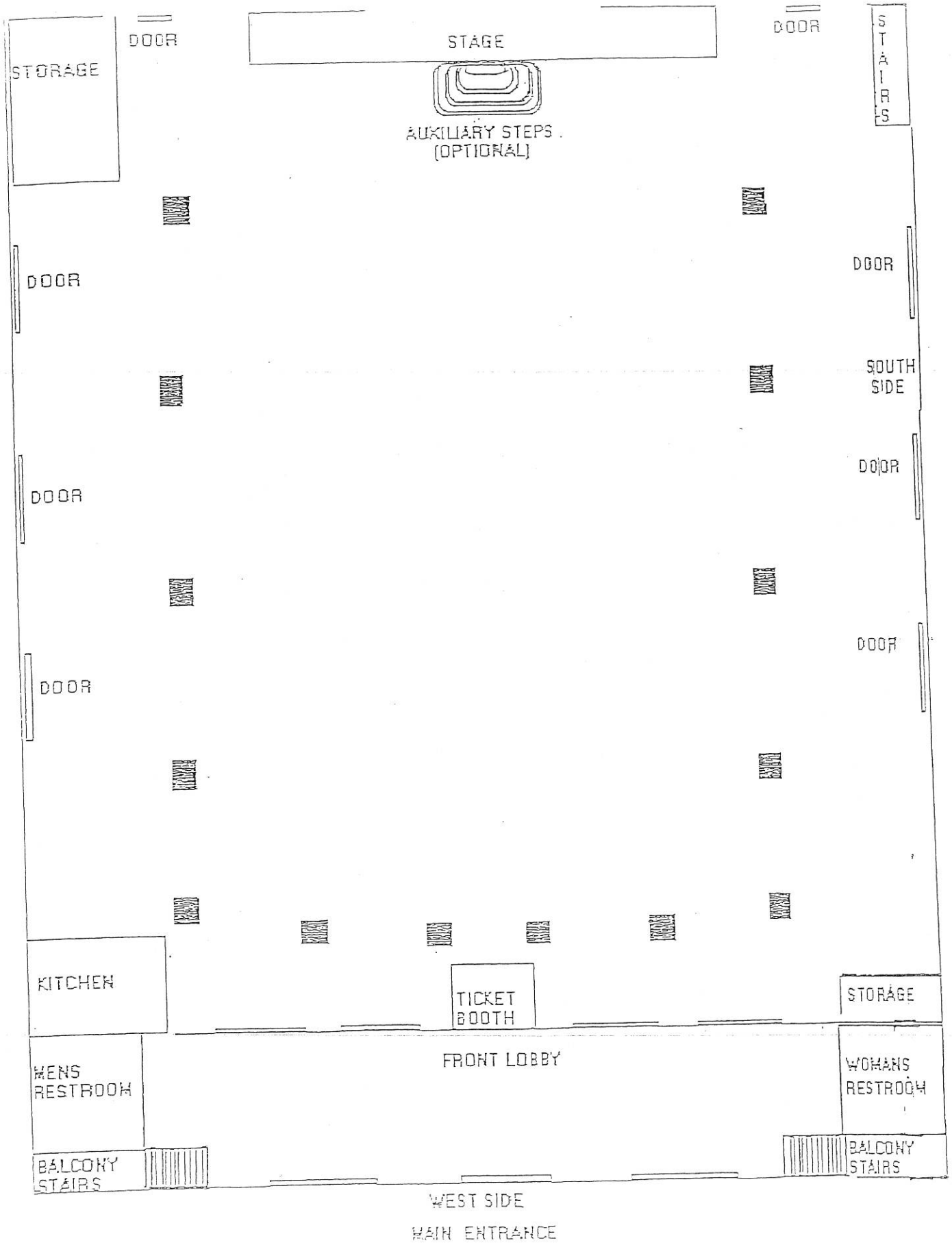
16. This Agreement may be canceled by either party at any time. If the rental is canceled due to an act of God or inclement weather conditions, the full rental fee (including $100 deposit) will be refunded. If the Renter cancels prior to 30 days of the day of use, the rental fee (excluding $100 deposit) shall be refunded to the Renter.

17. Renter's use of the Auditorium shall not violate any local, state or federal law. In particular, Renter shall be responsible for compliance with all occupancy requirements. Any questions regarding occupancy shall be directed to the Parks and Recreation Department at 402-461-2324.

18. Any rule or requirement contained herein may be waived or modified by the City upon request of the Renter or at the City's initiative. Any such modifications shall be noted on the Agreement and initialed by both parties.

19. The Parks and Recreation Director and the Recreation Superintendent are authorized to represent the City's interest in this matter.

CITY OF HASTINGS, NEBRASKA A Municipal Corporation	RENTER
_____ Parks & Recreation Representative Signature	_____ Renter's Authorized Signature


STORAGE
DOOR
STAGE
DOOR
STAIRS
AUXILIARY STEPS
(OPTIONAL)
DOOR
DOOR
SOUTH
SIDE
DOOR
DOOR
DOOR
DOOR
KITCHEN
TICKET
BOOTH
STORAGE
MENS
RESTROOM
FRONT LOBBY
WOMANS
RESTROOM
BALCONY
STAIRS
BALCONY
STAIRS
WEST SIDE
MAIN ENTRANCE

SECURITY

The Hastings City Auditorium requires Security personnel to be hired for events that will be serving alcohol. One security officer must be present for every 200 people. Listed below are Security Companies that have done Security at the City Auditorium. The Auditorium staff will not give out recommendations regarding security to parties that rent the Auditorium. Please inform Bruce Morse (Building Maintenance Worker) before your event of the security company that you have hired.

Double Locked Security

Mark Dreher and Sharon Dreher
700 East Stolley Park Road
Grand Island, NE 68801
Sharon - 308 380 4895
marknsharon@msn.com

Weigand Security Service

Brett Little, Owner
P.O. Box 1476
Kearney, NE 68848
308-234-1184
wsecurity@frontier.net

Custom Security & Investigations

Bob Beirow
P.O. Box 246
Hastings, NE 68902
402-834- 0770
bob@csineb.com

CANOPY

Listed below are individuals that have put up canopies at the City Auditorium. The Auditorium staff will not give out recommendations to parties that rent the Auditorium.

Tammy Valentine
owns Gary Michael's
402-463-9881

Karen Schultz
www.wobydesign.com
402-845-9219

Kelly Nikkila
402-461-4294
or
402-984-1402