Center for Outdoor and Agricultural Learning

SINGLE-DAY EVENT Facility Rental Contract

Carefully read through pages 1-6 before completing contract information.
Complete pages 7, 8, and 9 and **return only those pages** to Prairie Loft.

Thank you for your interest in Prairie Loft. This packet includes:

1. Facility Rental Rates and Information *(Subject to change)*
2. Facility Rental Contract – *Please complete, sign, and return. Keep a copy for your records.*
3. Facility Use Policy & Additional Information – *Please read carefully and keep for your reference.*
4. Map & Directions to Prairie Loft

Prairie Loft Facility Rental Rates *Information and rates are subject to change.*

Loft Barn (Max. 200 people)		**Pavilion (Max. 30 people indoors, 80 w/outdoor seating)**
Saturday **Full Day**: $1000 **Half Day**: $100/hour	Sunday – Friday **Full Day**: $500 **Half Day**: $100/hour	**Up to 8 Hours:** $300 **Up to 3 Hours:** $100 **Included only with Full Day Loft Barn Rental**
Full Day Loft Barn Event Rental Amenities: • Capacity for up to 200 people • Outdoor/Indoor program space • 5-foot tables for caterers/buffet/gifts *(18 available)* • 225 white folding chairs • ADA accessible restrooms *(separate building)* • Use of refrigerator and sink *(separate building)* • Prairie Loft representative on site • Trash and recycling receptacles **Full Day Event Rental Fee Includes:** • 12 consecutive hours between 9:30am and 11pm • Events end by 11:00pm to ensure clean up time **Half Day Rentals or Sunday-Friday Rentals:** • Adding time on prior/post days for set up or clean up is $100 per hour. • Prior/Post day site access not included in Half Day Rental or Sunday-Friday Rentals *Additional $100 per hour in excess of rental agreement*		**Pavilion Rental Amenities:** • Indoor seating capacity for up to 40 (without tables) • Seating at tables and chairs for up to 30 • Adjacent Patio has extra seating, weather permitting • Outdoor/Indoor program space • Serving/prep space (15-foot countertop) • Refrigerator, double sink • ADA accessible restrooms • Prairie Loft Representative on site • Trash and recycling receptacles • Additional $50/ hour in excess of rental agreement **Outdoor Space for Wedding Ceremony** Included in full day or half day Loft Barn rental • Tree Lane, Lawn or Patio • Includes speaker system with 2 microphones and stands – only for use at ceremony • Tree Lane or Lawn seats up to 200 • Patio seats maximum of 150 **NOTE:** For those intending to only hold an outdoor ceremony, we require a Half Day Loft Barn Rental as backup in case of inclement weather. Tree Lane or other outdoor space can be used for the ceremony weather permitting.

Information and rates are subject to change.

Please review the Facility Use Policy carefully and ask if you have questions.

Complete and return only **pages 7, 8, & 9**. Keep copies of all information for your records.

Please contact us to confirm that your desired date is available for your event. We will contact you within two weeks of receiving the completed form. To hold the reserved date, the Renter will be required to submit a non-refundable Deposit amount:
$50 deposit for total rental fee amount up to $200
$100 deposit for total rental fee above $200

The facility rental fee balance is due at least **30 days** before your scheduled event.

Please return all completed paperwork to:

Prairie Loft
Attn: Lorna Zajack
PO Box 1731
Hastings, NE 68902

Or email completed forms to **lorna@prairieloft.org**

Please keep a copy of your entire document for your records. Prairie Loft will review the paperwork and contact you regarding use of the facility.

Please note that the contract is not official until both parties have signed and the non-refundable deposit is made to Prairie Loft. Please read the FACILITY USE POLICY document and additional information carefully before signing and submitting this contract.

Questions? Contact us at lorna@prairieloft.org or 402-463-0565.

More information at www.prairieloft.org

Again, thank you for your interest in Prairie Loft. We look forward to working with you.

PRAIRIE LOFT FACILITY USE POLICY (Effective November 1, 2017)

Thank you for using Prairie Loft **(PL)** for your event! Event Hosts will be present throughout your time on site to help answer questions and recommend solutions. PL is a rustic facility. No food prep area is available. The Pavilion is heated and air-conditioned. Other buildings are not temperature-controlled. Additional time on site beyond contracted hours is subject to additional fees.

The Renter is responsible for the conduct of all persons present during contract time. To ensure an enjoyable visit, please share this information with your group.

Full Day Rental site access is in the Loft Barn from 11am–11:30pm. Loft Barn capacity is 200 people. Set up and clean up must occur during times outlined in the contract. Events end by 11:00pm to ensure clean up by 11:30pm. PL reserves the right to rent the facility to multiple Renters, if there will be no conflicts of use or time. The Renter may not reassign this contract.

PAYMENT – Deposit of $100 is due at the time of reservation. This payment is applied toward the total balance. Remaining payment is due 30 days before the event. Payment entitles use of buildings and grounds, during times outlined in signed contract. It shall be the responsibility of the Renter to maintain the facility in good condition. Any damage to or misuse of Prairie Loft property, which occurs during the term of this contract, shall be the financial responsibility of the Renter and will be billed after the event. Hours in excess of contract time are $100/hour for Loft Barn, $50/hour for Pavilion and will be billed after the event.

CANCELLATION POLICY-

- If the Renter cancels with more than 90 days notice, the rental fee will be refunded minus the non-refundable $100 deposit.
- If the Renter cancels within 90 days of the event day, one half of the rental fee minus the non-refundable $100 deposit will be refunded to the Renter.
- Prairie Loft reserves the right to cancel due to unforeseen circumstances or unsafe weather conditions. In such case, all rental fees paid to date (including $100 deposit) will be refunded.
- **Changes or cancellations must be made in writing to PL via email or hard copy**. Authorized PL representative must confirm any changes or cancellations.

ALCOHOL POLICY – SEE PAGE 5

Consumption of alcohol by minors is unlawful and not permitted. Valid identification may be requested of any person who appears to be under age during your event. All guests must have a valid ID if they plan to consume alcoholic beverages. Approved security personnel and special designated permit issued by the Nebraska Liquor Control Commission are required.

CATERER – Choose from recommended caterers on Page 6. With NO EXCEPTIONS, all meals and appetizers must be provided by a contracted catering service licensed in the state of Nebraska. PL may request a copy of the caterer's license. Electrical capacity for roasters is limited in the Loft Barn. Caterer must use warming dishes with sterno-type canned heat. All hot food must be prepared offsite. Food trucks, food preparation vehicles, and cooking grills are NOT allowed. Please use recyclable paper plates and plastic drinking glasses (bearing the triangle recycle symbol). Crystal plastic plates are not allowed.

NOTE: Caterers not listed on page 6 must be approved in writing by Prairie Loft at least 90 days prior to event. Renter must contact us with the caterer's name, phone number and email address before entering any agreement with them.

TABLES & CHAIRS – Loft Barn rental includes sixteen 5-foot utility tables for food, gifts, dessert tables, etc. (not suitable for dinner seating). 200 High-quality white folding chairs are included in Loft Barn rental. Rental of additional chairs from other sources is NOT permitted. Please see Event Layout on page 6.

DECORATING- All equipment and decor must be set up & removed during your rental period.

- Please use recyclable paper plates and plastic drinking glasses (bearing the triangle recycle symbol).
- No rigid plastic (ex. bubble containers, crystal plastic plates, rigid plastic cups, or similar items).
- PL must approve decorations that are to be fastened in any manner to walls or ceilings.
- Nails and staples are not permitted on the sliding barn doors.
- Please ask before using additional lighting.
- The Renter is responsible for the cost of restoring or repairing any part of the site to its previous condition.

NOT ALLOWED: Open flames, latex balloons, confetti-type décor, confetti, rice, birdseed, streamers, glitter, fireworks, party poppers, non-biodegradable fabric flower petals or other non-biodegradable décor outdoors.

MINIMUM WASTE – Prairie Loft is committed to lessening our impact on the environment by reducing the amount of waste generated at events. Your wedding does not belong in the landfill! Minimize use of disposable décor such as plastic table covers and other single-use items. Encourage your guests to use recycling containers on site. Talk to your caterer about low-waste serving pieces. Consider donating flowers (real or imitation) after your event. No glass or plastic beverage bottles, please.

PAVILION USE – Loft Barn rental includes the use of refrigerator space and sink access in the Pavilion. Building access from 11am-6pm. Alcohol is not permitted in the Pavilion at any time.

PHOTOGRAPHY - Photography is allowed in the public spaces on the grounds.

PARKING–Parking for approximately 150 vehicles is available in designated areas on PL grounds. Traffic and parking within 50 feet of buildings is not allowed except to load and unload supplies and in special situations.

OUTDOOR GUEST AREAS – Patio seating at the picnic tables is included with your rental. You may bring outdoor games, but please pick up all materials before dark. Please supervise children at all times. Supplementary dance floors and stages from outside sources are NOT permitted.

SMOKING – Smoking is not permitted on site except when special arrangements are made. A smoking area may be provided at the request of Renter. Please use receptacles only in the designated area.

DOGS, PETS, AND OTHER ANIMALS – Due to the nature of Prairie Loft, dogs, pets & other domestic animals are not allowed. Only licensed service animals are permitted.

WILDLIFE - Please respect your surroundings and do not attempt to feed, catch, or harm wildlife.

SET UP

Friday:

- Friday access from 1:00pm until 6:00pm, including rehearsal
- Arrange at least eight people to assist with setup and decoration.
- Please allow PL Staff five minutes to address your party before the rehearsal

CLEAN UP- Events will end by 11:00pm to ensure adequate clean up time.

Saturday before 11:30pm, the Rental Party will:

- Remove all leftover food, food items and dirty dishes
- Wipe up any spills on floors, tables & chairs – Please see PL Host if you need a mop or towels
- Sweep up messes, especially broken glass and food

Sunday from10:00am until noon, the Rental Party will provide at least eight people to:

- Remove all decorations and personal belongings inside the Pavilion, Loft Barn, on the grounds, and ceremony site, and dispose of any leftover bottles, food or plates/utensils
- Break down rented equipment and stack for pick up by rental company
- Empty and wipe out refrigerator and freezer
- Pick up cigarette butts, empties, and any other trash on the grounds and in the parking areas
- Renter & PL Staff must sign off on the Clean Up Checklist before leaving the property.

RENTER RESPONSIBILITIES - In renting the facility, PL does not relinquish the right to manage and control the facility. PL will enforce any rules and regulations it deems necessary. Any PL official, employee, or designated representative may enter the property at any time. The Renter agrees to indemnify PL and hold it harmless from any claim, demand, suit, or cause of action which may arise out of the use of the facility by the Renter or any of its guests or invitees, except those claims, demands, suits, or causes of action arising due to negligence of PL. Any rule or requirement contained herein may be waived or modified by PL upon request of the Renter or at PL's initiative. Any such modifications shall be noted on the contract and initialed by authorized representatives of both parties. Renter's use of the PL facility shall not violate any local, state, or federal law. **The Renter is responsible for leaving the facility in the condition in which it was provided.**

ALCOHOL POLICY AT PRAIRIE LOFT

When use of Prairie Loft facilities includes the dispensing of alcoholic beverages with 50 or more people present during any part of the rental period, the Renter shall provide, at their expense, security personnel through Double Locked Security.

Security personnel shall be on site from the time alcohol is served until the end of the event. Alcohol consumption is only permitted when security personnel are present.

For any rental during which it is expected that alcoholic beverages will be sold, or for any facility rental event with 50 or more attendees during which it is expected that alcoholic beverages will be served:

- The entity, which will provide, dispense, and/or sell alcoholic beverages, must possess a special designated permit issued by the Nebraska Liquor Control Commission.
- The holder of the special designated permit and the Renter shall comply with all local, state and federal laws regulating the use and dispensing of alcoholic beverages. PL assumes no responsibility for compliance with those laws. The holder of the special designated permit is bound by the terms set forth in the signed contract.
- Alcoholic beverages cannot be brought to the property from other sources.
- All persons consuming alcoholic beverages must be 21 years of age or over.

Security personnel shall have no duties other than maintaining order and enforcing all liquor laws and license conditions including prohibiting minors and intoxicated attendees from consuming or possessing alcohol. All security personnel shall be dressed in distinctive clothing with visual markings identifying them as certified security personnel.

All contracted workers performing duties at the event shall refrain from consuming alcohol while on duty.

Please arrange security with the company listed below

Double Locked Security
Mark and Sharon Dreher
308-380-4895
marknsharon@msn.com
700 E Stolley Park Rd
Grand Island, NE 68801

WE RECOMMEND: Tables for dining and Linens/Equipment Rental

Big G Ace (Hastings)	(402) 462-5181 www.acehardware.com
AAA Rents (Kearney)	(308) 234-1015 www.aaarentsevents.com
Quality Event Rentals (Riverdale)	(308) 893-2733 www.qualityeventrentals.com
Custom Rental Services (Grand Island)	(308) 380-2808 www.customrentalservices.net

Catering*/Bar Services

Murphy's Wagon Wheel	(402) 463-3011 www.murphyswagonwheel.com
Kitty's Roadhouse	(402) 463-9225 www.kittysroadhouse.com
Bullseye's Sports Bar & Grille	(402) 463-9022 www.bullseyessportsbar.com
Taylor & Buck Catering	(402) 469-5507 cttaylor4646@hotmail.com
Runcie's Catering	(402) 984-8459 www.runciescatering.com
Russ's Market	(402) 463-3574 www.russmarket.com/catering-to-you/
Kerry's Restaurant & Catering	(402) 724-2120 www.kerrysinmccool.com

*Caterers not listed here must be approved in writing by Prairie at least 90 days prior to your event. Renters must contact us with the caterer's name, phone number and email address before entering any agreement with them for your event.

Prairie Loft SINGLE DAY RENTAL Facility Rental Contract

Not official until both parties have signed and the deposit is made to Prairie Loft.

Please complete and return pages 7, 8, and 9 to Prairie Loft.

Keep a copy of this entire document for your records

Please read the Facility Use Policy document before completing this form.

☐ I have read the Prairie Loft Facility Use Policies and agree to the conditions. _____ (initials)

☐ No, really. I did read them. _____ (initials)

Event Date _____ / _____ / _____ **Day of the week** _____

Type of Event: ☐ Rehearsal Dinner ☐ Training/Workshop/Class ☐ Meeting ☐ Family Reunion
☐ Birthday Party ☐ Bridal Shower ☐ Baby Shower ☐ Other _____

Organization (if applicable) _____

Contact Person Name _____

Primary Phone _____ cell / home / work *(circle one)*

Alternate Phone _____ cell / home / work *(circle one)*

Email _____

Street Address _____

City/State/Zip _____

Rental Time (including set up and clean up): _____until _____ (11:30pm latest)
(Rental space available at 8am on weekdays and 9:30am on weekends)

Actual Event Start Time: _____ am / pm **Actual Event End Time:** _____ am / pm
(by 11pm to clean up & shut down by 11:30pm)

Estimated number of people _____
(For events with 50 or more people, at which alcohol is served, security is required)

Event Space / Rental Rates

Check all that apply	Space Requested *(See Page 1 for details)*	Rental rate *Saturday/Sunday-Friday*	Total
	Loft Barn Full Day	$1000 / $500	
	Loft Barn Half Day	$100/hour	
	Pavilion up to 8 consecutive hours	$300	
	Pavilion up to 3 consecutive hours	$100	
	Additional hours: Loft Barn	$100/hour	
	Additional hours: Pavilion	$50/hour	
		Grand Total	**$**

(Continued next page)

Prairie Loft SINGLE DAY Facility Rental Contract Continued

Will Contact Person be present at the event? ☐ Yes ☐ No

Who else will be knowledgeable and on-site at the event?

Full Name: _____

Email: _____

Daytime Phone: _____ cell / home / work

Alternate Phone: _____ cell / home / work

Additional plans - (please check Yes or No and include details if known)

Food will be served: ☐ Yes ☐ No Caterer Name: _____

Alcohol will be served: ☐ Yes ☐ No Bartender Name: _____

- Please choose from Prairie Loft's recommended caterers.
  - Other caterers must be approved in writing by Prairie Loft at least 90 days prior to your event. Renter must contact us with the caterer's name, phone number and email address before entering any agreement with them for your event.
  - Please consider using the same provider for the food and bar to simplify your event.
  - With NO EXCEPTIONS, meals must be provided by a contracted catering service licensed in the state of Nebraska.
- For events with alcohol and 50 people or more on site, you are required to book security personnel with Double Locked Security. See page 5 for details and contact info.

Please describe plans for food and/or alcohol at the event if known.

_____

_____

_____

_____

_____

Additional notes or comments:

_____

_____

_____

_____

_____

(Continued next page)

Prairie Loft SINGLE DAY Facility Rental Contract Continued

Authorized signature

I, _____ have read, understand, and agree to adhere to the policies and regulations as set forth by Prairie Loft regarding this request for the use of Prairie Loft facilities for the purposes described in the contract.

I understand that the total rental fee for the use of Prairie Loft facilities will be $_____, plus any additional amounts outlined in the contract or charges incurred during the rental period. The facility rental fee payment balance is due in full 30 days before the scheduled event.

☐ Non-refundable deposit enclosed. (This payment is applied toward the total balance.)

Deposit amount:
$50 deposit for total rental fee amount up to $200
$100 deposit for total rental fee above $200

RENTER

_____ Date _____
Renter's Authorized Signature

_____
Printed Name

PRAIRIE LOFT
A Nonprofit Corporation

_____ Date _____
Administrator Signature

_____
Printed Name

Directions to Prairie Loft

Physical address: 4705 DLD Road, Hastings, NE *(no mail here, please)*

Mailing address: PO Box 1731, Hastings, NE 68902

N

From the east:

Take 2nd Street west from Burlington Ave (Hwy 281). Cross Marian Rd, then turn south (left) on Highland. Just after the tracks, turn west (right) on DLD Rd. Prairie Loft driveway entrance is on the south (left) side of DLD.

From the west:

Prairie Loft is on DLD Road, 0.7 miles east of Adams Central Ave.
Driveway entrance is on the south side of DLD.

For an interactive map, visit www.prairieloft.org

Office phone: 402-463-0565
Executive Director cell phone: 402-984-1011 (Amy)