

Rental Policies

Reservations

The Wakefield Civic Center (WCC) accepts reservation by telephone or email. All renters will be required to fill out a rental application and sign the Wakefield Civic Center Rental Agreement upon booking. Rental fees will be required at the time of booking and will be held as the rental deposit. Failure to cancel reservations within stated timeline agreed upon in the Rental Agreement will result in the renter forfeit of the entire rental deposit. These charges may be waived by the Wakefield Civic Center management in their sole and absolute discretion, if the host submits adequate justification for failure to use the reserved space.

Rental of the entire facility will guarantee another event is not going on at the time of your actual event. The WCC reserves the right to rent space within the facility to more than one renter if it is determined that it will not interfere with the setup of your event.

Damage Deposit

In addition to the rental deposit, renters will be required to put down a damage deposit of \$100 for the meeting rooms and kitchen and \$500 for Mitsel Hall prior to picking up the key. Damages not limited to the amount of damage deposit. In the event that any portion of the facility or its equipment are damaged/missing during the event or excessive cleanup is required following an event, WCC management will notify the renter of the cost to repair the damages, cleanup of the premises or replacing missing items, which will be deducted from the damage deposit. Excessive cleanup will be determined at the sole discretion of Wakefield Civic Center management. If the cost of repairing the damage/cleanup of the premises or replacing missing items exceeds the damage deposit, the renter will be required to pay the remainder of the costs within 10 days of receipt of an invoice from the WCC showing the balance due. If the cost of repairing the damage/cleanup or replacing the items is less than the damage deposit, the unused portion of the damage deposit will be returned to the renter within 30 days of the date of the event.

Cancellation

Cancellation must be done in writing/email. Contact the City Office at 402-287-2080 or at nickid@abbnebraska.com for cancellation or questions. The rental deposit is nonrefundable for cancellations made within 60 days of event date. Cancellations made prior to 60 days in advance will receive a full refund.

Payment

Accepted payments include credit/debit card, cash, check, money order, or cashier's check. The Wakefield Civic Center has the right to request payment in advance for any estimated costs the renter may incur.

WCC Rates and Fees

For your convenience and clarification, an event settlement sheet summarizing rent, additional charges, and any credit can be prepared for the event, if requested. Any additional charges and fees accrued before, during or after the event will be charged to the renter. These charges may include, but are not limited to:

- Additional janitorial and cleaning fee
- Additional trash hauling fees
- Damages to the Civic Center or equipment
- Removal of personal property cost and fees

Rental rates for State-registered, nonprofit organizations, civic groups, youth groups and community benefits will be offered at a discounted rate.

Rental Rates

Event	Rental Fees	Non-Profit Org, Civic Groups, Youth Groups, Benefits
Mitsel Hall (seats 300)	\$350 per event day \$150 for 4-hour rental	\$175 per event day \$75 for 4-hour rental
Meeting Room A (seats 10-15)	\$35 per event day	\$20 per event day
Meeting Room B (seats 40)	\$75 per event day	\$40 per event day
Rooms A & B	\$100 per event day	\$50 per event day
Kitchen	\$40 for 4 hours	\$20 for 4 hours
Early Entry for Setup – Mitsel Hall	\$150 for 4 hours	\$75 for 4 hours
Late cleanup – Mitsel Hall	\$150 for 4 hours	\$75 for 4 hours

Rental Fee for Setup Time & Late Cleanup

Mitsel Hall: If renter needs time to setup or decorate the day prior to the event, the rental fee will be \$150 for four (4) hours. Available times for setup will need to be coordinated with WCC staff and will be determined based on that day’s rentals. If renter would prefer to cleanup decorations and tables the day following the event, the rental fee will be \$150 for four (4) hours.

Event Hours

All events must conclude by midnight on the specified rental date. Any music, entertainment, bar service, etc. must conclude at this time. An additional two hours will be allowed for all renters and vendors to remove any and all items from the building, as well as completing any and all necessary cleanup. Building will be locked and secured no later than 2:00 a.m.

Setup/Cleanup

Setting up of tables and chairs shall be completed by Renter. Tables and chairs shall be returned to the storage areas. White tables in Mitsel Hall must be covered with table cloth when used.

All dishes, silverware, towels, table covers, napkins, and other such items shall be furnished by the Renter. It is the responsibility of the renter to return the building to its original condition. If excessive cleaning is required after your event to return building to its original condition, renter may incur an additional fee for cleaning services. Renter must provide their own towels for cleaning. Cleaning checklist is provided in your Rental Agreement. Vacuuming of Mitsel Hall is included in the rental fee and does not have to be completed by the renter.

Included in Rental

Room rentals included the use of tables, chairs, ice machine, water pitchers, and coffee carafes. Kitchen Rental includes use of stovetop, oven, refrigerator, and freezer. Renter must provide all their own serving utensils, dishes, and paper goods.

Bar Service

Any event requesting bar service is required to use the WCC’s exclusive bar vendor (**Countyline**). Any renter requesting bar service will be charged a bar setup fee. Cash or host beverage service is not available through the civic center directly. **Renter is responsible for contacting the Exclusive Bar Vendor prior to the event (Countyline, Becky 402-287-9021).** No outside alcohol or liquor can be brought into the facility. All alcohol must be purchased and provide by our exclusive bar vendor. Contact information will be provided to renter during the reservation booking processes. Guests must be prepared to show proper and valid identification, upon request, when ordering or consuming alcoholic beverages.

- Maximum length of bar services shall not exceed 8 hours. No alcohol shall be served after 12:00 midnight.
- The State of Nebraska prohibits the sale to and consumption of alcoholic beverages to persons under the age of 21. No exceptions.
- Valid state issued identification card, driver's license, passport or military identification card in accordance to State of Nebraska law must be available as proof of birth date, upon request.
- Alcohol may NOT be removed from premises or brought onto the premise.
- Guests must be prepared to show proper and valid identification, upon request, when ordering or consuming alcoholic beverages.
- License holder and bartenders shall have the right to refuse service to any guest at any time.
- The Wakefield Civic Center & Exclusive Bar Vendor reserve the right to suspend liquor service at any time for any reason without warning.

Security

Security may be required for large events like wedding, concerts, Quinceanera, that are providing bar service to the guests. It is at the discretion of the City or facility managers to determine if security is needed for an event.

WCC Accommodations, Services and Restrictions

Decorating

The method and location of any special installations that your decorations may need must be approved in advance. The following is a general list of decorating guidelines:

- No one may tape, nail, tack, or otherwise fasten to ceilings, painted surfaces, columns, walls, or windows decorations of any kind. Command stripes shall not be used within the facility.
- Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exit, lighting systems or security cameras.
- Use of candles is permitted if the flame is enclosed by glass three inches above the flame.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises, with the exception of adhesive backed nametags for meeting or convention, etc.
- Glitter or confetti may not be used in any part of the building. This included the outside of building.
- Only Civic Center staff may move planters, lobby furniture or other equipment in the public areas.
- The use of and distribution of helium balloons is allowed. If helium balloons become detached from the display, the labor costs to retrieve the balloons will be charged to the renter.
- Chocolate fountains and cheese machines **cannot** be used within the building.
- Fog/smoke machine **cannot** be used within the building.
- No vehicles are allowed in the Banquet Hall.

Kitchen Use (renter or cater)

Kitchen and/or prep area shall be reasonably cleaned after the event. This includes sweeping, mopping, breaking down cardboard boxes and placing trash in dumpsters.

- As needed, trash cans should be emptied and bags placed in dumpster outside of kitchen doors. Additional bags will be located in the janitor's closet in the kitchen.
- Liquids (tea, water, coffee, etc.) should not be poured into trash cans- liquids have too much weight, making it difficult to lift and empty trash cans and may cause unnecessary messes.

If renter/cater does not undertake reasonable cleanup measures, a minimum clean-up fee of \$100 will be charged to the renter.

- Example of unreasonable mess left by renter/cater which will result in extra charges include, but not limited to, food left on tables, food left in drains, grease poured in drains, sink or floors, etc.

Cleaning

Renter will be responsible for each item on the cleaning checklist for the utilized area(s). The Wakefield Civic Center shall be left in the same condition and repair as existed prior to the event. A checklist will be provided to you during key check out. All damaged or broken items need to be report to WCC staff. Cleaning supplies can be found in the janitorial closet in the kitchen. WCC will not provide cleaning towels. The renter shall bring cleaning towel to complete the cleaning checklist.

Audiovisual System

WCC staff is responsible for the house audiovisual system and must supervise any connection made to the system. Any and all audiovisual needs must be requested at least one week in advance to ensure the WCC is able to meet your needs. Any needs that are not able to be met by the WCC will be the sole responsibility of the renter to provide.

Sound Levels

Maintaining sound levels will ensure that other events are not disturbed nor interrupted. WCC staff reserves the right to require sound levels to be lower if needed.

Event Related Equipment

The renter is responsible for the removal of any personal property, equipment, signs, and decorations from the Wakefield Civic Center at the end of the event. If not, the WCC may remove said property from the premises and charge the renter a fee for the removal of said property and discard same if the renter does not pick up said property in a timely basis after notification from the WCC.

Equipment and Property Owned by WCC

A list of tables, chairs, audiovisual equipment, etc. is available for use can be requested from the WCC staff. The WCC has a limited number of tables, chairs and other equipment available for renter use. Renter is responsible for bringing in any items with quantities greater than what we can provide. WCC equipment such as chairs, tables, audiovisual equipment, etc. are not allowed to leave the premises.

Room Temperature

Building and room temperature are pre-scheduled to allow maximum efficiency when heating and cooling the facility. Normal temperature set to remain between 70 and 72 degrees, both when heating and cooling.

Animals

For the safety and comfort of all visitors, animals are not permitted in Wakefield Community Center except guide dogs, signal, or service dogs (as defined by law).

Public Safety

Capacities

All rooms have a maximum occupancy, which must not be exceeded. The WCC reserves the right to deny further entry into these spaces in order to protect public safety.

Fire Arms

It is the WCC policy that personal possession of firearms is prohibited within the facility with the exception of law enforcement officers with jurisdiction. WCC Management must be notified thirty (30) days in advance when firearms or weapons are being displayed as part of a show or exhibition.

Pyrotechnics

The use of pyrotechnics or sparklers are not allowed on WCC property.

Safety and Fire Code

The safety of all occupants of the WCC is of primary concern. Any unsafe condition or activities should be immediately reported to the WCC management and supervisory personnel of the responsible party for corrective measures. Doors, hallways, and fire exits cannot be blocked or obstructed when the area is occupied. Exit doors are not allowed to be propped open at any time.

Smoking

As designated under the Nebraska Clean Indoor Air Act, the WCC is a non-smoking facility. Smoking is allowed outside the facility in designated areas.

Liability

Renter shall be responsible for any and damages caused to the WCC or WCC property by the Renter, Renter's guest and any outside services or vendor hired by the Renter. The Renter agrees to reimburse the City for all repairs necessitated by such damage.

The Renter agrees to not hold the City or Wakefield Civic Center responsible for any claims, demands, judgements, and expenses incurred in connection with a death, 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, Renter's vendors or use of the premises.

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