



Name of Renter: _____

Date of Event: _____

Address: _____

Phone _____
Email _____

Name of Organization Hosting Event _____

Type of Organization (please select from following): Business Individual Youth Group
 Informal Organization School Government Non-profit Corporation Other

Requested Space

- _____ Meeting Room B - \$75 per day
32 X 24 Table and Chairs for 40 people seated
- _____ Meeting Room A - \$35 per day
14 X 24 Tables and Chairs for 15 people seated
- _____ Meeting Rooms A & B- \$100
- _____ Mitsel Hall- \$350 per day
100 X 50 Tables and Chairs for 300 people seated
- _____ 4 Hour Rental - Mitsel Hall \$150

Other Requests

- _____ Kitchen - \$40 for four hours
- _____ Bar Service - WCC Exclusive Bar Vendor
under 100 guests \$50 / over 100 guests \$100
- _____ Sound System
- _____ Audiovisual Equipment
- _____ Early Entry/Setup - \$150 for 4 hours
- _____ Morning After Cleanup - \$150 for 4 hours

Type of Event

- Wedding Quinceanera Banquet Party Dance
- Business Meeting Trade Show Benefit Fundraiser other _____

Start Time of Event _____

Is there an entry fee? Yes No

End Time of Event _____

Is this a fundraiser? Yes No

Estimated # of Participants _____

Food: Will there be food served at event? Yes No

Caterer: _____

Alcohol: Will alcohol be served at event? Yes No

Damage Deposit: In addition to the rent, a damage deposit shall be paid at the time the keys are picked up. Damage deposit will need to be a separate check in the amount of \$500 for rental of Mitsel Hall and \$100 for rental of meetings

or kitchen. 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.

Reservation Deposit: Upon payment of 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.

Keys: Keys will not be given out until the day of the rental event and shall be returned immediately following the event.

Arrangements: Setting up tables and chairs and all service arrangement shall be completed by Renter. Tables and chairs are to be returned to the storage areas. All dishes, silverware, towels, table covers, napkins, and other such items shall be furnished by Renter. Chocolate fountains, cheese machines, smoke or fog machines ARE NOT allowed in the facility.

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.

Alcoholic Beverages: No alcohol can be brought onto the property or within the facility other than the license holder. Renter shall not knowingly tolerate a violation of liquor laws at the Wakefield Civic Center specifically including drinking by minors and procuring alcohol for minors.

The Renter acknowledges that the Renter is aware of the regulations governing the use of the Wakefield Civic Center and agrees to be responsible of any and all damage caused to the WCC or WCC 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, judgements, and expenses incurred in connection with the 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.

Printed Name: _____

Date: _____

Renter Signature: _____

CITY OF WAKEFIELD
Wakefield Civic Center
407 East 7th Street
Wakefield, NE 68784
Phone: 402-287-2080

Office Use

Rental Fees

Meeting Room A _____
Meeting Room B _____
Meeting Room A& B _____
Mitsel Hall _____
Kitchen _____
Bar Service _____
Set Up /Early Entry Fee _____
Moring After Clean Up _____

Holding Reservation Deposit \$ _____

Damage Deposit \$ _____

Damage Deposit Returned Date: _____

Total Rent _____

