

PRAIRIE LOFT EVENT FACILITY RENTAL PACKET

Complete pages 3, 4, and 5 and return ONLY those pages to Prairie Loft.

Thank you for your interest in renting space at Prairie Loft for your event. Enclosed in this packet are the forms and documents you will need to review, complete, and return to us in order to complete the reservation process. This packet includes:

- Facility Rental Rates
- Facility Rental Contract
- Facility Use Policy & Additional Information – *please read carefully*
- Map & Directions to Prairie Loft

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

Loft Barn (Seating Capacity 30-250 people)		Pavilion (Seating Capacity 10-40 people)
<u>Saturday - Sunday</u> Full Day: \$1200 Half Day: \$500	<u>Monday - Friday</u> Full Day: \$500 Half Day: \$300	Up to 8 Hours: \$300 Up to 3 Hours: \$100 With Full Day Loft Barn Rental: \$100
Full Day Loft Barn Rental Includes: <ul style="list-style-type: none"> • Seating capacity for up to 250 • Outdoor/Indoor program space • 5-foot tables for caterers/buffet/gifts (20 available) • White folding chairs (\$10 per 25 chairs) • Indoor restrooms (separate building) • Water and electricity • Prairie Loft Representative on-site • Trash and recycling receptacles Full Day Rental Fee Includes: <ul style="list-style-type: none"> • Building access 11am till 11:30pm on event day • Additional 6 consecutive hours prior day for set-up between 9am and 6pm (weekend rental only) • Events end by 11:00 pm to ensure clean up time • Next day clean up between 10 am and noon • Additional \$100/hour in excess of rental agreement Use of Pavilion space: \$100 additional charge <ul style="list-style-type: none"> • Prep kitchen with 20-cubic foot refrigerator/ freezer plus 15-ft countertop and double sink • Charge applies if use requires setup & cleanup Half Day Rental Fee Includes: <ul style="list-style-type: none"> • Building access for up to five hours on event day • Additional \$100/hour in excess of five hours <i>Prior day site access not included in Half Day Rental</i>		Pavilion Rental Includes: <ul style="list-style-type: none"> • Indoor seating capacity for up to 40 • Tables and chairs for up to 40 • Adjacent Patio has extra seating, weather-permitting • Outdoor/Indoor program space • Serving/prep countertop space (15-foot) • Refrigerator, double sink, microwave • Indoor restrooms • Water and electricity • Prairie Loft Representative on-site • Trash and recycling receptacles • Additional \$50 per hour in excess of rental agreement Rental Fee Includes: <ul style="list-style-type: none"> • Available times between 9am and 11:30pm • Events end at 11:00pm to ensure adequate cleanup time • Additional \$50/hour in excess of rental agreement <hr/> Optional: <ul style="list-style-type: none"> • Informational presentation on Prairie Loft's mission and programs (approx. 20 minutes)

Prices and policies subject to change. Special pricing may be available for partner programs whose focus meets Prairie Loft's mission.

Please review the Facility Use Policy carefully. Then, complete and return the rental contract forms as soon as possible. Complete and return only **pages 3, 4, & 5**. Keep the rest for your records.

We will contact you within two weeks of receiving the completed form. Once the rental request is approved, the Renter will be required to send a non-refundable \$50 deposit to hold the reserved date. The facility rental fee payment remainder is due **30 days** before your scheduled event, unless other arrangements have been made.

Please return all completed paperwork to:

Prairie Loft
Facility Rental
PO Box 1731
Hastings, NE 68902

Or email completed forms to **info@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 \$50 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 info@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 EVENT FACILITY RENTAL CONTRACT

Not official until both parties have signed and the \$50 deposit is made to Prairie Loft.

Please complete and return pages 3, 4, and 5 to Prairie Loft.

Keep a copy of this entire document for your records

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

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

Type of Event _____

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 _____

Actual Event Start Time: _____ am / pm **Actual Event End Time:** _____ am / pm

Estimated number of people _____

Event Space / Rental Rates

Check all that apply	Space Requested <i>(See Page 1 for details)</i>	Rental rate <i>Weekend/Weekday</i>	Total
	Loft Barn Full Day	\$1200 / \$500	
	Loft Barn Half Day	\$500 / \$300	
	Pavilion with Loft Barn rental	\$100	

	Pavilion up to 8 consecutive hours	\$300	
	Pavilion up to 3 consecutive hours	\$100	
	Additional hours: Loft Barn	\$100/hr.	
	Additional hours: Pavilion	\$50/hr.	

	Chair Rental for Loft Barn (<250)	\$10 / 25 chairs	
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Grand Total	\$
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PRAIRIE LOFT EVENT RENTAL CONTRACT CONTINUED

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

If not, who will be present and in charge? Full Name: _____

Daytime Phone: _____ Alternate Phone: _____

Email: _____

Additional needs – if known* - (please circle Yes or No)

Electrical Yes No Purpose _____

Food will be served Yes No Caterer? ☐ Yes ☐ No _____

Alcohol will be served Yes No Bartender? ☐ Yes ☐ No _____

Music Yes No DJ or Band? ☐ Yes ☐ No _____

NOTE: *Security personnel required for events with alcohol. Please see Security Requirements on page 8.*

Name of caterer or bartender who will obtain special designated permit. (If applicable)

_____ Phone: _____

*Please check in 60 days prior to your event to confirm these details.

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

Additional notes or comments:

(Continued next page)

PRAIRIE LOFT EVENT RENTAL CONTRACT CONTINUED

Authorized signature

I, _____, representing _____,
have read and agree 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 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.

☐ Non-refundable deposit (\$50) enclosed

The facility rental fee payment is due in full 30 days before the scheduled event, unless other arrangements
have been made.

Additional notes: _____

RENTER

Renter's Authorized Signature

Date _____

Printed Name

PRAIRIE LOFT

A Nonprofit Corporation

Administrator Signature

Date _____

Printed Name

PRAIRIE LOFT FACILITY USE POLICY (Effective May 1, 2014)

Prairie Loft (**PL**) is a rustic facility with a basic food prep area. No stove or oven is available. Refrigerator and/or freezer space may be available upon request. The Pavilion is heated and air-conditioned. Other buildings are not temperature-controlled. Potable water is available through a well system.

Use of bathrooms and prep kitchen are included in the building rental. Use of gathering space in more than one building is subject to additional fees.

Rental – Full Day Rental time is 11am–11:30pm. All set up and clean up must occur during these hours and/or during prior day times, as arranged. Events will end at 11:00 pm to ensure adequate clean up time. PL 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. The Renter may not reassign this contract.

Payment – Deposit of \$50 is due at the time of reservation. Remaining payment is due **30 days** before the event. Payment of rent entitles the Renter to 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. Hours in excess of contract time are \$100/hour for Loft Barn and \$50/hour for Pavilion and may be billed after the event.

Cancellation Policy-

- If the Renter cancels with more than 30 days notice, the rental fee will be refunded minus the non-refundable \$50 deposit.
- If the Renter cancels within 30 days of the event day, one half the rental fee minus the non-refundable \$50 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 \$50 deposit) will be refunded.
- Changes or cancellations must be made by phone or in writing to PL. Authorized PL representative must confirm any changes or cancellations.

Tables and Chairs – For Renters using the Pavilion, chairs and tables to accommodate 40 are included in rental. Loft Barn rental includes the use of up to twenty 5-foot utility tables for food, gifts, dessert tables, etc. High-quality white folding chairs are available for \$10 per 25 chairs (250 available). Use of PL tables, chairs or other equipment must be arranged prior to the event and included in the rental fees.

Alcohol Policy - Any person under the legal age will consume no alcohol on Prairie Loft premises. Valid identification may be requested of any person(s) who appear to be under age at any time during your event. All guests must have a valid ID if they plan to consume alcoholic beverages.

- When use of the facility for **50 or more attendees** includes the dispensing of alcoholic beverages, the Renter shall provide, at its expense, security personnel. Prairie Loft recommends Double Locked Security. When security personnel are required, they shall be onsite from the time alcohol is served until the end of the event. See “Security Requirements” on page 8 for more detailed contact information.
- In addition, for any facility rental with **100 or more attendees** during which it is expected that alcoholic beverages will be sold and/or served:
 - a. The entity that will sell the alcoholic beverages must possess a special designated permit issued by the Nebraska Liquor Control Commission. A copy of the permit must be submitted to PL before the event.
 - b. 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.

Caterer - The Renter will be responsible for arranging all food served during the time outlined in the Rental Contract. Any catering service contracted by the Renter must be currently licensed in the State of Nebraska. PL may request a copy of the license. Grills with open flames are not permitted within 30 feet from any building.

Smoking – Smoking is not permitted within 30 feet of any building. A smoking area may be provided at the request of Renter. Please use receptacles in the designated areas outside. Smoking is not permitted in wooded or grassland areas.

Decorating- All decorating must be set up and removed during your rental period. Prairie Loft does not allow open flames, latex balloons, confetti-type décor, confetti, rice, birdseed, streamers, glitter, fireworks, party poppers, non bio-degradable fabric flower petals or additional lighting including string globe lights

- Please ask about using additional lighting and specific needs such as wall-mounted decorations, etc.
- PL must first 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.
- The Renter is responsible for the cost of restoring or repairing any part of the structure to its previous condition.

Canopies - If you are planning to use or rent a canopy, please let Prairie Loft staff know. Permission to set up the canopy must appear on your permit. Canopies must be set up and taken down during the rental period.

Clean-up- Events will end at **11:00 pm** to ensure adequate clean up time. The Renter is responsible for using trash and recycling containers, setting up and taking down any equipment used for the event, and leaving the facility in the condition it was provided. 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
- Remove all decorations and personal belongings inside the Pavilion, Loft Barn, on the grounds, and ceremony site by the end of the rental period, and dispose of any leftover bottles, food or plates/utensils
- Break down equipment from a rental company and stack for Monday pick up
- Empty and wipe out refrigerators and freezer
- Pick up cigarette butts and any other trash

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

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

Dogs, Pets, and Other Animals - Due to the nature of Prairie Loft, dogs, pets and other animals are not allowed. Licensed service animals are permitted.

Wildlife - We ask that you respect the property and that you do not attempt to feed, catch, or harm wildlife.

Renter Responsibilities - In renting the facility, PL does not relinquish the right to manage and control the facility. PL may 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 shall be responsible for the conduct of all persons present at PL during the term of the contract. To ensure an enjoyable visit, please share this information with your entire group.

Security Requirements for Facility Rental at Prairie Loft

When use of Prairie Loft facilities includes the dispensing of alcoholic beverages, the Renter shall provide, at its expense, security personnel through Double Locked Security, contact information below.

When security personnel are required, they shall be onsite from the time alcohol is served until the end of the event.

For any rental during which it is expected that alcoholic beverages will be sold, or for any facility rental event with 100 or more attendees during which it is expected that alcoholic beverages will be served:

- The entity, which will sell the alcoholic beverages, must possess or obtain a special designated permit issued by the Nebraska Liquor Control Commission.
- A copy of the permit must be submitted to PL before the event.
- 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.

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 workers performing duties for the event shall refrain from consuming alcohol while on duty during the event and any immediate post event clean up period.

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

Equipment Rental

AAA Rents (Kearney)

(308) 234-1015
<http://aaarentsevents.com>

Directions to Prairie Loft

Physical address: 4705 DLD Road, Hastings, NE

Mailing address: PO Box 1731, Hastings, NE 68902

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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)