



## Rental Information

### Rent areas of our facility

Name of Individual or Organization:

\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of event:

\_\_\_\_\_

Room(s)/Area(s) requested:

\_\_\_\_\_

Will there be an admission/entry fee? Yes \_\_\_\_\_ or No \_\_\_\_\_

Will there be food, beverage and/or merchandise sales? Yes \_\_\_\_\_ or No \_\_\_\_\_

#### Fee Schedule

Select all that apply:

\_\_\_\_\_ **Softball Field(s) 1 or 2 (select)** – Fields may be reserved in 2-hour increments or all day (if there are no other activities scheduled).

- Rate (per field): \$40 per hour (without lights) and \$50 per hour (with lights – when/if needed). Full-day rates can be discussed accordingly.
- Field prep and chalking is available at an extra charge (\$50 per field) if desired.

\_\_\_\_\_ **Outdoor Basketball Court(s) 1 or 2 (select)** – Courts may be reserved in 2-hour increments or all day (if there are no other activities scheduled).

- Rate (per court): \$35 per hour, lights turn on automatically at dusk. Full-day rates can be discussed accordingly.

\_\_\_\_\_ **Sport Field(s)** – Field(s) may be reserved in 2-hour increments or all day (if there are no other activities scheduled).

- Rate: \$35 per hour, no lighting available after dusk. Full-day rates can be discussed accordingly.

\_\_\_\_\_ **Gym (1)** – Gym may be reserved in 2-hour increments or all day (if there are no other activities scheduled).

- Rate: \$35 per hour. Full-day rates can be discussed accordingly.

\_\_\_\_\_ **Kitchen** – Use of the kitchen can be rented.

- Rate: \$200, with \$100 of the \$200 being refundable upon proper and complete cleaning.

\_\_\_\_\_ **Meeting/Community Room** – This room may be reserved in 3-hour increments or all day (if there are no other activities scheduled). The Carpenter Center will set up tables and chairs requested, BUT renter is required to clean up and help move tables/chairs back.

Guest count: \_\_\_\_\_

- Rate: \$35 per hour. Full-day rates can be discussed accordingly.

\_\_\_\_\_ **Tables/Chairs** – Tables/chairs may be rented during event(s). Tables/chairs will be set up by the Carpenter Center Staff, BUT the renter is required to clean up and help move tables/chairs back.

- Rate: \$50 per 5 tables and 30 chairs (6 chairs per table). Additional tables/chairs can be discussed accordingly.

\_\_\_\_\_ **Carpenter Center Personnel** – Carpenter Center personnel are required to be present during all events. They will be “on the clock”, but if the event takes place outside of normal business hours, the renter would be required to pay (be billed) an additional \$15 hourly per personnel.

# of hours outside normal business hours \_\_\_\_\_ x \$15 x # of empl. = \_\_\_\_\_

**Renter is required to complete set up and clean up... Set up and clean up can be included within the rented time slot OR additional time can be purchased accordingly.**

**Clean-up & Set-up Fee - \$50 hourly**

**Damage Deposit**

**\$100 refundable deposit is due at time of booking.**

The \$100 deposit is NOT refundable upon discovery of any damage(s) and/or clean up conditions not being properly met.

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## Conditions

### **The renter agrees to abide by the following conditions:**

- The Carpenter Center is not responsible for accidents, injuries or losses incurred at the event.
- The RENTER is responsible for all set-up and clean-up of their event. The renter must notify the Carpenter Center (at time of booking) if there will be a need for tables/chairs. If the kitchen is being rented, the renter is responsible for providing all utensils, supplies and materials.
- Absolutely NO alcoholic beverages are permitted in the Carpenter Center facilities or grounds. If alcohol is found on the premises, the damage deposit will not be returned, and the Carpenter Center's operating board members will have to approve your party's re-admittance.
- The renter is responsible for ALL guests, guest behavior, damage, etc.
- The Carpenter Center staff is present to assist the renter in following guidelines of the Carpenter Center and the state and federal laws. If the renter cannot control their guests or their event, the local authorities will be contacted accordingly.

## Payment

The renter may make a tentative reservation for the use of the Carpenter Center Facility, but the reservation is only confirmed when the renter pays the ENTIRE rental and security deposit fee(s), prior to the event. **Full payment is required up front.**

**The rental and deposit fees must be made in the form of cash, personal check, cashiers check, or credit card. All payments must be made in person at the Carpenter Center office within normal business hours.**

**Deadline for payment is 10 business days prior to the event. Failure to meet the deadline will automatically cancel the event and open up time slot for other possible renters.**

**Cancellation of an event will be allowed up to 10 business days prior to the event (full refund granted). Failure to meet this deadline will result in a complete non-refund.**

**Any refund will be mailed within one week after the event was scheduled for.**

## Refund of the Damage Deposit

Refunding of the damage deposit, means refunding the entire deposit (one in the same). The deposit will not be refunded on a prorated or partial basis for any reason. In order to receive the damage deposit refund, the renter must do the following:

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1. Clean the rented facility/area immediately following the event.
2. Remove all trash, personal belongings, tables, chairs, décor., etc.

**The Carpenter Center is NOT responsible for any lost, stolen and/or damaged property to either the renter or to the Carpenter Center Organization.**

It is important for the renter to understand that by renting the Carpenter Center facilities for a private party, the renter must have a homeowner's or renter's insurance policy. This policy will provide the renter coverage in the event there are any acts of negligence, violence and/or injury during the event by: the renter, the individuals helping, volunteering or sponsoring and the attendants of the event.

If the Carpenter Center gym or athletic fields are being rented, the renter must have liability insurance that will cover the renter for any injuries. The Carpenter Center, its employees and/or volunteers will not be liable for any injuries or damages suffered through the rental or the facilities.

Signature (Renter, Release of Liability & Rental Agreement)

Date

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Signature (Carpenter Center Director)

Date

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**Office Use Only**

Received by \_\_\_\_\_

Date received \_\_\_\_\_

Rental Fee(s) \_\_\_\_\_

Security Deposit Fee(s) \_\_\_\_\_

Total Fee(s) \_\_\_\_\_

Cash/Check #/Credit Card (amount, fees, total, paid in full, etc.)

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**(waiver on next page)**

# **Carpenter Center Drug & Alcohol Policy**

I, \_\_\_\_\_, agree that upon renting the Carpenter Center Facility, I will follow all rules and regulations set forth by the Terry Hazeldeane Intergenerational Carpenter Center Board of Directors that are as follows: If any of these items are found or consumed on the Carpenter Center premises, I agree that I am solely responsible for any actions taken on the matter and will waive my damage deposit and the event will be stopped immediately.

**NO ALCOHOL, DRUGS AND/OR TOBACCO (UNLESS IN DESIGNATED AREA).**

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Signature

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Date

Carpenter Center – 116 Terry Blvd. Gering, NE 69341

308-635-8422 – [programs@carpentercenter.us](mailto:programs@carpentercenter.us)

