

## Colonial Gardens Event Center Rental Packet

Thank you for your interest in renting space at Colonial Gardens Event Center. 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 Agreement
- Facility Use Policies

**Colonial Gardens Event Center Facility Rental Rates** *information and rates subject to change.*

<b>Banquet Seating for 200 People</b>			
<b>Daily Rate</b>			
Weddings, Business Meetings, and Reunions	\$2,000		per day
<b>Full Weekend Rental Only</b>			
3 days, Friday/Saturday/Sunday - All inclusive		<b>Discounted Rate</b>	<b>= \$4,750.00</b>
<b>Full Weekend Rental Includes:</b>			
<ul style="list-style-type: none"> <li>● Building access from 8:00 am Friday until 5:00 pm on Sunday</li> <li>● She Shed Hours Available – 8:00 am – 11:30 pm *Day of Ceremony* <ul style="list-style-type: none"> <li>▪ (Room available for Bride and attendants)</li> </ul> </li> <li>● Outside ceremony garden chairs and inside chairs and tables</li> <li>● Audio for outside wedding ceremony</li> <li>● Two Arbors available for use</li> </ul>			
<b>OR</b>			
<b>Wedding Service Options</b>			
Event Center with indoor tables and chairs	\$2,000.00	x 3 days	= \$6,000.00
She Shed	\$650.00	x 1 day	= \$650.00
Audio for outside wedding nuptials	\$300.00	x 1 day	= \$300.00
Outdoor garden chairs	\$3.00	x 150	= \$450.00
		<b>Total</b>	<b>= \$7,400.00</b>

**Colonial Gardens Event Center Rental Includes:**

- Seating capacity for up to 200
- Adjacent lawn available to add a tent for additional 200 people
- Building measures approximately 70'x50', 3500 sq ft
- Outdoor/Indoor event sites on 12 acres
- Serving tables for caterers
- Water and electricity
- Prep Kitchen
- 4 total Indoor restrooms, 2 are ADA accessible, 1 baby changing table
- Trash receptacles
- 15 foot built in projection TV/DVD
- House sound for indoor background music
- Accessible parking for up to 150 vehicles
- Climate controlled facility
- Tables provided: 20 - 72" Round Tables, seat 10 per table, 12 - 8' Banquet Tables, 20 - Seminar Tables, 2 - 60" Round Table
- Chairs provided: Indoor - 200 White Round Back Chairs
- Chairs provided: Outdoor - 150 White Garden Chairs

**Please review the Facility Use Policies carefully.** Then complete and return the rental agreement form along with ½ of the total cost for deposit. The other ½ is due within 30 days of the event. Please see policies regarding refunds. Any damage to the facility will be discussed and then charged to the credit card on file.

**Please return all completed paperwork and deposit to:**

Colonial Garden Event Center  
3002 N Baltimore  
Hastings, NE 68901

Please keep a copy of your entire document for your records. Colonial Gardens Event Center will review the paperwork and contact you regarding use of the facility.

**All Events responsible for any set up, decorations and clean up.**

**Please note that the agreement is not official until both parties have signed and deposit received. One-half of total rental cost is due at time of booking. Please make check payable to Colonial Gardens Event Center. Please read FACILITY POLICIES and ADDITIONAL INFORMATION carefully before signing and submitting this agreement.**

Thank you for your interest in Colonial Gardens Event Center. We look forward to working with you.

Contact information:

Primary:        Becky Maddox-Spady 402-469-0888                      Greg Spady 402-469-3800

Secondary:     Tonya Krueger 402-984-2354

## COLONIAL GARDENS EVENT CENTER RENTAL AGREEMENT

Keep a copy of this entire document for your records

*Please read the Facility Use Guidelines and Additional Information before completing this form.*

**Event Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Name/Type of Event \_\_\_\_\_

Estimated number of people \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Primary Phone \_\_\_\_\_ cell/home/work (circle one)

Alternate Phone \_\_\_\_\_ cell/home/work (circle one)

Email \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ am/pm      **Event End Time:** \_\_\_\_\_ am/pm

Anticipated setup times: Friday \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Rehearsal Time \_\_\_\_\_ am/pm      Rehearsal Dinner (Y/N)      Saturday \_\_\_\_\_ am/pm

Anticipated cleanup time: Post day by 5:00 pm

**Event Space/Rental Rates**

Check all that apply	Time Requested	Rental Rate	Total
	Daily Rate	\$2,000.00	
	Event Center Only	\$2,000.00 x 3 days = \$6,000.00	
	She Shed	\$650.00 x 1 day = \$650	
	Audio System	\$300 x 1 day = \$300	
	Outdoor Chairs	\$3.00 x 150 = \$450	
	All Inclusive: Full Weekend	\$4,750.00	
		<b>Grand Total</b>	

**For any damage that occurs please provide your credit card information:**

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ 3 # Security Code: \_\_\_\_\_

**COLONIAL GARDENS EVENT CENTER RENTAL AGREEMENT CONTINUED**

Will Contact Person be present at activity? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, who will be present and in charge? Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the billing address the same as the contact address? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, please list that contact's name and address: \_\_\_\_\_

\_\_\_\_\_

This event is: \_\_\_\_\_ open to invited guest only or \_\_\_\_\_ open to the public

Will vendors be at the event? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please describe type and number of vendors: \_\_\_\_\_

Additional Needs (Circle Yes or No)

Electrical Yes No Purpose \_\_\_\_\_

Tables and Chairs Yes No If yes, how many? \_\_\_\_\_

Food will be served Yes No Caterer? Yes No Caterer's name and contact information

\_\_\_\_\_

Alcohol will be served Yes No

**NOTE: Tenant must use exclusively Double Lock Security Grand Island, NE for all events that include alcohol. Contact Sharon Dreher phone 308-380-4895**

Other \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Additional notes or comments:

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**COLONIAL GARDENS EVENT CENTER RENTAL AGREEMENT CONTINUED**

Authorized Signature

I, \_\_\_\_\_ representing \_\_\_\_\_, have read and agree to the policies and regulations as set forth by Colonial Gardens Event Center regarding this request for the use of Colonial Garden Event Center facilities for the purposes described above.

I understand that the rental fee for the use of Colonial Gardens Event Center facilities will be ½ of total cost and/or \$\_\_\_\_\_, plus any additional amounts outlined in the agreement or charges incurred during the rental period.

Additional notes: \_\_\_\_\_

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**RENTER**

\_\_\_\_\_  
Renter's Authorized Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name

**COLONIAL GARDENS EVENT CENTER**

\_\_\_\_\_  
Administrator Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name

## Colonial Gardens Event Center Facility Use Policies

1. The Renter shall have use of the Colonial Gardens Event Center (CGEC) facilities on the rental date(s) outlined above.
2. CGEC 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.
3. Payment of rent entitles the Renter to use the buildings and grounds. Use of tables, chairs or other equipment must be arranged prior to the event and included in the rental fees (see Additional Information).
4. The Renter is responsible for setting up and taking down any equipment used for the event, leaving the facility in the condition in which it was provided.
5. The Renter shall be responsible for the conduct of all persons present at CGEC during the term of the Agreement.
6. It shall be the responsibility of the Renter to maintain the facility in good condition. Any damage to or misuse of CGEC property which occurs during the term of the Agreement, shall be the responsibility of the Renter and charged back to the credit card on file as agreed.
7. Property of the Renter or its invitees, such as decorations, may be used by the Renter, but use of any such items which are to be fastened in any manner to any walls, floors, ceilings, etc., must be first approved by CGEC. All such items must be removed by the Renter prior to the end of the rental time. The Renter shall be responsible for the cost of restoring or repairing any part of the structure to its condition prior to installation and removal of all such items.
8. Smoking is allowed in designated areas.
9. The Renter shall be responsible for reasonable use of the trash containers.
10. The Renter will be responsible to arrange for any and all food served during the time outlined in the Rental Agreement. Any catering service contracted by the Renter must be currently licensed in the State of Nebraska. CGEC may request a copy of the license.
11. In renting the facility, CGEC does not relinquish the right to manage and control the facility. CGEC may enforce any rules and regulations it deems necessary. Any CGEC official, employee, or designated representative may enter the property at any time.
12. **When use includes the dispensing of alcoholic beverages, the Renter or caterer shall provide, at its expense, uniformed officers or security guards. The number of security personnel required is 1 licensed security personnel for 200 people. When security personnel are required, they shall be onsite from the time alcohol is served until the end of the event. Tenant must use exclusively Double Lock Security in Grand Island. Contact Sharon Dreher phone 308-380-4895.**
13. **Double Locked Security Guard will be last to leave the premises. Security guard will verify all lights are off, doors locked, and will close the gate to the event center.**
14. For any rental during which it is expected that alcoholic beverages will be sold:
  - a. The entity, which will sell the alcoholic beverages, must possess or obtain a special designated permit issued by the Nebraska Liquor Control Commission.
  - b. A copy of the permit must be submitted to CGEC as part of this rental agreement.

- c. The holder of the special designated permit and the Renter shall comply with all local, state and federal laws regulating the uses and dispensing of alcoholic beverages. CGEC assumes no responsibility for compliance with those laws.
15. The Renter agrees to indemnify CGEC 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 guest or invitees, except those claims, demands, suits, or causes of action arising due to negligence of CGEC.
16. This agreement may be cancelled by either party at any time. If the Renter cancels with more than 365 days' notice, the rental deposit may be refunded. If the Renter cancels within 365 days of use, then the deposit will be forfeited to Colonial Gardens.
17. The agreement may not be reassigned by the Renter.
18. Renter's use of CGEC facility shall not violate and local, state or federal law.
19. Any rule of requirement contained herein may be waived or modified by CGEC upon request of the Renter or at CGEC's initiative. Any such modification shall be noted on the Agreement and initialed by authorized representatives by both parties.

### **ADDITIONAL INFORMATION**

**Alcohol Policy** – No alcohol will be consumed on CGEC premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be under age at any time during the event. All guests must have a valid ID if they plan to consume alcoholic beverages. Renter must provide qualified security personnel for events where alcohol is served.

Please see Facility Use Policies for details.

**Cancellation Policy** – Please see Facility Use Policies for details

**Canopies** – If you are planning to use your own canopy or rent a canopy from another source, please let CGEC staff know. Permission to set up the canopy must appear on your permit. Canopies must be set up and taken down during your rental period.

**Clean-up** – Events will end at 11:30 pm with everyone off the premises by 12:00 midnight. Your reservation fee includes normal site maintenance.

- Heating and A/C – Please turn off at night when the event has ended. Thermostat is located on the wall of the corner storage room.
- Lights and Fans – Please turn off lights and fans when you are not in the facility and when the event is over.
- Trash – Removal should occur during and after the event, assign someone to be responsible. Please do not allow trashcans to overflow. Remove from the building and place behind caterers' kitchen. Extra bags are in the bottom of trashcans; more are located in the corner storage closet.
- Vacuum – Please vacuum building after cleaning up from the event. The vacuum is located in the storage closet.

**Decorating** – All decorating must be set up and removed during your rental period. It works best to decorate sides and ceilings first, tables second, and chairs last.

- Tables and Chairs – are on site for your use.
- Building Dimensions: 50 feet wide x 70 feet long
- Stage Dimensions: 24 feet wide x 8 feet
- Dance Floor Dimensions: 24 feet wide x 12 feet
- Ceiling Dimensions: 30 feet from center to sides, 60 foot span side to side

**Dogs, Pets, and Other Animals** – Dogs, pets and other animals are not allowed. Service animals are permitted.

- **Guests** – Guests are welcome on the grounds except by the private home and pool.
- **Young children** – must be accompanied by an adult at all times when walking around grounds and near waterways.
- **Climbing** – No climbing on any rocks or throwing rocks on the premises for safety.

**Parking** – Designated parking for approximately 100 vehicles is available on the CGEC grounds.

**Photography** – Photography allowed in the public spaces on the grounds.

**Reservation and Payment** – One-half of total rental fee is due at time of booking. Please make your check payable to Colonial Gardens.

**Smoking Policy** – Smoking is permitted in designated areas.

**WiFi** – both buildings contain WiFi

**ID: Event Center      Password: eventcenter**

**She-Shed** – also equipped with Sonos Sound System, application needed to bluetooth