



Terry
&
Hazeldeane
CARPENTER
Intergenerational
CENTER

Carpenter Center
116 Terry Blvd
Gering, NE 69361
cc2004@carpentercenter.us
www.carpentercenter.net

Name of Organization or individual _____

Address _____, Phone # _____

Date/Time of Event _____ Approximate Number of People _____

Type of Event _____ Room(s) Requested _____

Will there be an admission/entry fee or collection accepted? Yes ___ No ___

Will there be food, beverages, or merchandise for sale? Yes ___ No ___

Fee Schedule

Please check all that apply for this event.

___ **Softball Diamonds:** Fields may be reserved in 2 hour increments providing there are no Carpenter Center activities scheduled. **Rate: \$35.00 per hour.** No lights or maintenance. Renter must provide their own tractor to drag fields. For all day please visit with the Center Director.

___ **Sand Volleyball Courts:** Courts may be reserved in 2 hour increments providing there are no Carpenter Center activities scheduled. **Rate: \$40.00 for 2 hours.** No lights or maintenance. For all day please visit with the Center Director.

___ **Athletic Fields:** Fields may be reserved in 2 hour increments providing there are no Carpenter Center activities scheduled. **Rate: \$35.00 for 1 hour.** No lights or maintenance. For all day please visit with the Center Director.

___ **Gym: Option #1:** Gym may be rented for special events unless the Carpenter Center has activities scheduled. Seating will be extra or you can provide your own seating.

Renter is required to complete set up and clean up with this time.

1 hour	Rate: \$40.00
4 hours	Rate: \$150.00
6 hours	Rate: \$225.00
8 hours	Rate: \$275.00
10 hours	Rate: \$350.00
12 hours	Rate: \$425.00
12+ hours	Rate: Directors Discretion

Damage Deposit

\$100.00 refundable if no damage and all conditions are met.

___ **Kitchen:** Use of the kitchen will be an additional **\$100.00 plus \$100.00 refundable** damage deposit.

___ **Meeting Room(s):** Meeting rooms may be rented at the following rates unless the Carpenter Center has scheduled activities. Carpenter Center staff will set up table and chairs, renter is required to help move tables and chairs back to where they belong.

Renter is required to complete set up and clean up within this time.

Per Hour	Rate: \$25.00
Up to 4 hours	Rate: \$75.00
4-8 hours	Rate: \$125.00

Damage Deposit

\$25.00 refundable if no damage and all conditions are met.

___ **Tables and Chairs:** Tables and chairs may be rented during event. Renter must help move table and chairs back to where they belong. The cost for tables and chairs is an additional **\$50.00**.

___ **Carpenter Center Personal:** Carpenter Center personnel will be present during all events. If your event will take place outside normal business hours, you will be required to pay an additional **\$9.00 per hour**.

Number of hours outside normal business hours ___ x \$9.00 = _____.

Total Rental Fees Due _____

Damage Deposit Due _____

Total Amount Paid _____

Conditions

The **Renter** agrees to abide by the following conditions:

1. The Carpenter Center is not responsible for accidents, injuries, or losses incurred in the event.
2. The **Renter** is responsible for all set up and clean up for their event. The renter must notify the Carpenter Center when agreement is signed if there will be a need for tables and chairs. If the kitchen is rented, renter must supply all cooking utensils and materials.
3. **No alcoholic beverages are permitted in the Carpenter Center or on Carpenter Center grounds. If any alcohol is found on the premises, the damage deposit will be kept and the Carpenter Center operating board will have to approve your party's re-admittance.**
4. The renter is responsible for all guests and their behavior.
5. Carpenter Center staff is present to assist the renter in following the guidelines of the Center and the state and federal laws. If the renter cannot control their guests, the local authorities will be called.

Payment

The renter may make a tentative reservation for the use of the Center, but the reservation will only be confirmed when the renter pays the **entire** rental fee and security deposit **prior** to the event. Payment is required up front

The rental and deposit fees must be made in the form of cash, check, cashier’s check, or money order. No credit cards can be accepted. All payments must be made at the Carpenter Center office. Our hours are 6:00AM – 8:00PM, Monday – Friday and 8:00AM – Noon on Saturday, closed on Sundays.

Deadline for payment is 10:00AM, 10 business days before your event. Failure to meet the deadline will automatically cancel the use of the Center for the event. Cancellation of an event will be allowed up until 10:00AM, 10 business days prior to the event. Failure to meet the deadline will mean that the money already paid by the renter to the Center, up to the amount of the deposit, will not be refunded. Any money paid in excess to the deposit, will be refunded to the renter no later than one week after the deadline.

Refund of the Damage Deposit

The refunding of the damage deposit will mean refunding of the entire deposit. The deposit will not be refunded on a prorated or partial basis for any reason. Any refund will be mailed within one week after event. In order to receive the damage deposit refund, the renter must do all of the following.

1. Clean the Center (including lobby and restrooms) **immediately** following the events.
2. Remove all personal belongings, tables, chairs, decorations, and/or band equipment (if applicable) from the Center **immediately** following the event. The Carpenter Center is not responsible for the loss, damage, or theft of any belongings or equipment.

**It is important for the renter to understand that by renting the Carpenter Center for a private party, the renter must have a homeowner’s insurance policy. This policy will provide the renter coverage in the event there are any acts of negligence by the renter, the individuals helping the renter sponsor the activity, and the individuals attending the private party.

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

Renter Release from Liability and Rental Agreement Signature

Date

Carpenter Center Director

Date

CARPENTER CENTER DRUG AND ALCOHOL POLICY

I _____, agree that upon renting the Carpenter Center Gym and Facilities, that I will follow all rules and regulations set forth by the Terry Hazeldeane Intergenerational Carpenter Center Board of Directors that are as follows, and if any of these items are found or consumed on the Carpenter Center premise, I will 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

NO DRUGS

TOBACCO – ONLY IN DESIGNATED AREA

Signature: _____

Date: _____