



C3 Hotel & Convention Center Facility Rentals

Thank you for your interest in renting space at C3 Hotel & Convention Center. Enclosed you will find the forms and documents to review, complete and return to us with rental deposit to complete the reservation process. Forms include:

- Facility Rental Information & Rates (*Information and rates are subject to change*)
- Facility Rental Application
- Facility Use Policies/Release of Liability
- Recommended Vendors
- Map & Additional Information

Please contact us to confirm that your desired date is available for your event. The Renter will be required to submit all paperwork and non-refundable deposit to reserve the date.

- Convention Center \$200 non-refundable deposit
- Convention Center (2 Sections) \$150 non-refundable deposit
- Convention Center (1 Section) \$100 non-refundable deposit
- Platte Conference Room \$50 non-refundable deposit
- Courtyard & Pool Party Room - All sales final

The facility rental balance is due 30 days prior to your event. For any rentals made 30 days or less, full payment will be due upon booking. Cancellation policy for any events will be in effect, please refer to cancellation policy. For Pool Party Room and Courtyard rentals, payment is required day of booking to secure the requested date and all sales are final. C3 Hotel & Convention Center will allow a date change in lieu of cancellations for Pool Party Room or Courtyard rentals.

Please return all completed paperwork to:

C3 Hotel & Convention Center
Sales & Marketing Department
2205 Osborne Drive East
Hastings, NE 68901

Or email completed forms to liz@c3hotels.com

Please keep a copy of all documents for your records. C3 Hotel & Convention Center will review the paperwork and contact you regarding use of the facility. Please note that this agreement is not official until both parties have signed and the appropriate non-refundable deposit is made. Please read all information carefully before signing and submitting this agreement.

Questions? Contact us at liz@c3hotels.com or 402-463-6721 and ask for Sales & Marketing.

More information may be found at www.facebook.com/bookc3hotel or www.c3hotels.com

Again, thank you for your interest in C3 Hotel & Convention Center. We look forward to working with you.



Wedding Package Rates & Information

ELITE: *Capacity 300* **\$2,000**

Rental Includes:

- Convention Center Friday - Sunday 9 am Friday – 5 pm Sunday
- King Suite Friday & Saturday Check in 3 pm/Check out 11 am
- Courtyard Rehearsal Friday 6 pm – 10 pm
- Pool Party Room Gift Opening Sunday 9 am – 12 pm
- (3) Chandelier Set Up
- Foyer Set Up & Bar Concession
- Cocktail Hour Set Up (10 Cocktail Tables)
- Reception Rounds/6ft Buffet Tables and Chairs
- Personalized Table Layout
- Discounted Group Hotel Block

CLASSIC: *Capacity 300* **\$1,500**

Rental Includes:

- Convention Center Friday - Sunday 12 pm Friday – 12 pm Sunday
- King Suite Saturday Check in 3 pm/Check out 11 am
- (3) Chandelier Set Up
- Foyer Set Up & Bar Concession
- Cocktail Hour Set Up (10 Cocktail Tables)
- Reception Rounds/6ft Buffet Tables and Chairs
- Personalized Table Layout
- Discounted Group Hotel Block

TRADITIONAL: *Capacity 300* **\$1,000**

Rental Includes:

- Convention Center Friday or Saturday 7 am - 11:59 pm on event day
- Friday Set Up and Sunday Tear Down based on availability, NOT GUARANTEED
- Foyer Set Up & Bar Concession
- Reception Rounds/6ft Buffet Tables and Chairs
- Personalized Table Layout
- Discounted Group Hotel Block
- (3) Chandelier Set Up additional \$100 or \$40/each
- Cocktail Hour Set Up (10 Cocktail Tables) additional \$100

All Receptions must end by 11:59 pm on event day.



Facility Rates & Information

One Day Rental 7am -11pm

<p>Convention Center: (3 Sections) <i>Reception Rounds: Capacity 300</i> <i>6ft. Banquet Style: Capacity 350</i> <i>6 ft. Classroom Style: Capacity 375</i> <i>Lecture: (Chairs and head table only) Capacity 400</i></p>	Saturday \$1,000	Sunday-Friday \$700
<p>Convention Center: (2 Sections) <i>Reception Rounds: Capacity 150</i> <i>6ft. Banquet Style: Capacity 180</i> <i>6 ft. Classroom Style: Capacity 175</i> <i>Lecture: (Chairs and head table only) Capacity 300</i></p>	Saturday \$700	Sunday – Friday \$500
<p>Convention Center: (1 Section) <i>Reception Rounds: Capacity 70</i> <i>6ft. Banquet Style: Capacity 90</i> <i>6 ft. Classroom Style: Capacity 60</i> <i>Lecture: (Chairs and head table only) Capacity 100</i></p>	Saturday \$500	Sunday – Friday \$300
<p>Courtyard: (Available 10am-10pm) <i>Reception Rounds: Capacity 200</i> <i>Black tables (10 card, 10 cocktail): Seats 50 daily</i> <i>6ft. Banquet Style: Capacity 180</i> <i>6ft. Classroom Style: Capacity 175</i> <i>Lecture: Capacity 250</i></p>	Full Day \$200	4hrs \$150
<p>Platte Conference Room: <i>Boardroom Style: Capacity 12</i> <i>Lecture: Capacity 20</i></p>	Full Day \$175	4hrs \$125
<p>Pool Party Room: <i>Boardroom Style: Capacity 12</i> <i>Lecture: Capacity 20</i></p>		4hrs \$150
<p>Hospitality Suite: <i>Seating: Capacity 20</i></p>		\$150-\$200 (Prices vary seasonally)

Breakout Services Available, please see Rental Application.

Additional Amenities:

- Built in 20x20 wood dance floor (*capacity 100*)
- C3 Hotel Front Desk representative on-site 24hrs.
- Free parking for 325, Tractor/Trailer parking available
- Table and Chair Set Up (*Capacity 350/400 Lecture Style*)
- Restrooms with baby changing tables & ADA accessibility
- Use of Convention Services Catering Kitchen (*walk-In refrigerator, double sinks, stove, oven, microwave, coffee maker, serving and prep space*)



Facility Rental Application

Event Date ____/____/____ Day of week _____ Est. # of people _____

Event Name: _____

Event: *(Please see Facility Rates & Information, check all that apply)*

- | | | |
|---|--|---|
| <input type="checkbox"/> Ceremony | <input type="checkbox"/> Elite | <input type="checkbox"/> Platte Conference Room - Full Day ____ 4hrs ____ |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Classic | <input type="checkbox"/> Courtyard - Full Day ____ 4hrs ____ |
| <input type="checkbox"/> Rehearsal Dinner | <input type="checkbox"/> Traditional | <input type="checkbox"/> Pool Party Room |
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Convention Center (3) | <input type="checkbox"/> Hospitality Suite |
| <input type="checkbox"/> Conference | <input type="checkbox"/> 2 Sections | <input type="checkbox"/> (3) Chandelier Set Up \$100 or \$40/each ____ |
| <input type="checkbox"/> Pool Party | <input type="checkbox"/> Clarke & Kipp Rooms | <input type="checkbox"/> Foyer Cocktail Hour Set Up \$100 |
| <input type="checkbox"/> Reunion | <input type="checkbox"/> Kipp & Lanning Rooms | <input type="checkbox"/> Projector Rental \$50 |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> 1 Section | <input type="checkbox"/> Projection Screen |
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Clarke Room | <input type="checkbox"/> Plug-In Microphone <i>(Convention Center only)</i> |
| <input type="checkbox"/> Bridal Shower | <input type="checkbox"/> Kipp Room | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Lanning Room | <input type="checkbox"/> American Flag & Nebraska State Flag |
| | <input type="checkbox"/> Other _____ | |

Additional Notes or Information: _____

Set Up: From ____ until ____ Event Start: ____ am/pm Event End: ____ am/pm

Breakout Services:

- | | | |
|---|---------------|------------|
| <input type="checkbox"/> Coffee & Bottled Water | \$2.50/person | #ppl. ____ |
| <input type="checkbox"/> Coffee – Bottled Water – Tea – Soda <i>(Choose 3)</i> | \$3.00/person | #ppl. ____ |
| <input type="checkbox"/> Coffee – Bottled Water – Tea – Soda <i>(Choose 3)</i> + Variety Danishes & Rolls | \$3.50/person | #ppl. ____ |
| <input type="checkbox"/> Coffee – Bottled Water – Tea – Soda <i>(Choose 3)</i> + COOKIES | \$3.75/person | #ppl. ____ |
| <input type="checkbox"/> Hot Breakfast Bar <i>(served in Courtyard)</i> | \$4.00/person | #ppl. ____ |

Outside Vendor Information:

- | | |
|---|---|
| <input type="checkbox"/> Music | DJ Service: _____ |
| <input type="checkbox"/> Cake/Desserts: | Vendor: _____ |
| <input type="checkbox"/> Food: | Caterer: _____ <i>Buffet or Sit Down (circle)</i> |
| <input type="checkbox"/> Alcohol: | Vendor: <u>Roadhouse Catering</u> |

Facility Use Policies

(Effective November 15th, 2017)

*C3 Hotel & Convention Center (C3HCC)

DEPOSITS & CANCELLATIONS –

- All bookings are based on a first come first serve basis. Deposit is due at the time of reservation. Remaining payment is due 30 days before the event. Full payment entitles use of designated space during time outlined in contract. It shall be the responsibility of the Renter to maintain the facility in good condition. Any damage of C3HCC property shall be the financial responsibility of the Renter.
- C3HCC reserves the right to cancel due to unforeseen circumstances or unsafe weather conditions. In such case, all rental fees paid to date (including non-refundable deposit) will be refunded.
- Changes or cancellations by Renter must be made in writing to C3HCC. C3HCC General Manager or Director of Sales & Marketing must confirm any changes or cancellations, in writing.

Required Deposit:

Convention Center (3) - \$200.00

(Includes Elite, Classic & Traditional)

Convention Center (2) - \$150.00

Convention Center (1) - \$100.00

Platte Conference Room - \$50.00

Courtyard & Pool Party Room – All sales final

Cancellation Policy:

30 Day Notice – 100% *minus non-refundable deposit*

21 Day Notice – 50% *minus non-refundable deposit*

14 Day Notice – 25% *minus non-refundable deposit*

Less than 14 days' notice - *no refund applicable*

All Events Booked less than 14 days – *All sales final*

All Cancellations must be made in writing to C3HCC

ALCOHOL – All on site cash/host/off sale bar services must be provided by premise permit holder Roadhouse Catering. Renter is responsible for setting up separate agreements and bar service requirements with Roadhouse Catering prior to the event date. Consumption of alcohol by minor is unlawful and not permitted. Valid Identification may be requested of any person who appears to be under age during your event. All guests must have a valid ID if they plan to consume alcoholic beverages. The Renter shall be responsible for the conduct of all persons present at C3HCC during the term of the contract. To ensure an enjoyable visit, please share this information with your entire group.

OUTSIDE VENDORS – The Renter will be responsible for arranging all outside vendors needed during the time outlined in the Rental Agreement. Renter is responsible for all vendors to follow all scheduled time restraints and clean up duties as outlined in this agreement. C3HCC will not be held liable for Participant(s) or held liable for any agreements Renter has signed with outside vendors. Meals must be provided by contracted catering service licensed in the state of Nebraska. C3HCC may request a copy of the license. Please contact us with all vendor information as soon as arrangement are made. Vendors not listed in Recommended Vendors or not licensed, must be approved by C3HCC at least 30 days prior to your event. Please contact us with all vendor information 30 days prior to your event.

DECORATING/CLEAN UP – All equipment and décor must be set up & removed during your rental period. C3HCC does not allow open flames (any flame must be enclosed with vase), confetti-type décor, glitter, fireworks and/or party poppers. C3HCC must approve decorations that are to be fastened in any manner to the walls or ceilings (*12ft*). Nails, tacs or staples are not permitted on any walls, painters tape or sticky tac is recommended. The Renter is responsible for the cost of restoring or repairing any part of the site to its previous condition. Package events will end by 11:59pm and one day rentals will end by 11:00pm unless other arrangements have been made. End times are set to ensure adequate clean up time. Before scheduled end time the Rental Party will remove all leftover food items, wipe up any spills on floors, tables and chairs and sweep up messes, especially broken glass and food. Please see Front Desk if cleaning supplies are needed i.e. mop, vacuum. All decorations and personal belongings must be removed and any leftover bottles, food or plates/utensils must be thrown away. Trash cans and liners will be provided and a large blue trash receptacle will be available in the catering services hallway near the kitchen. This may be used during the event for full bags. At the end of the event all trash cans and the blue receptacle must be emptied in the designated trash area outside of Exit G. (*please see hotel map*) The Renter is responsible for leaving the facility in the condition, which it was provided. Any items left by the Renter is the sole responsibility of the Renter. C3HCC is not responsible or liable for any left items.

SMOKING – Smoking is not permitted.

PETS – \$10.00/per night/per pet - Licensed service animals are permitted.

RENTER RESPONSIBILITIES – In renting the facility, C3HCC does not relinquish the right to manage and control the facility. Any rules and regulations will be enforced as deemed necessary. Any official, employee, or designated representative may enter the property at any time. The Renter agrees to indemnify C3HCC 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. Renter’s use of the facility shall not violate any local, state or federal law. Set up and clean up must occur during times outlined in the agreement. C3HCC reserves the right to rent the facility to multiple renters, if there is no conflict of use or time. The Renter may not reassign this agreement.

LIABILITY AGREEMENT – Signer agrees that I am signing for Participant(s) to use pool and all other areas of C3HCC premise, whether inside or outside of C3HCC, as defined in this agreement. As the Signer, on behalf of Participant(s), I agree and understand that the activity of swimming is a hazardous activity. I recognize that there are risks inherent in the activity of swimming, including but not limited to, injuries, paralyzing injuries and death. As the Signer of this Release of Liability, I agree to indemnify and hold harmless owners and employees against any liability in the occasion a cancellation is made and any liability resulting from any injury and/or medical issues that may occur to any Participant(s) while attending and/or participating in a function event. I agree to all deposit, payment and cancellation policies. The Participant(s) also agree to indemnify C3HCC for any damages incurred arising from any claims, demand, action or cause of action by the participant. The Signer, on behalf of Participant(s), authorizes any employee and/or representative to have the Participant(s) treated for any medical emergency during their participation in the assigned event. Signer acknowledges that it is the sole discretion of any representative of C3HCC to determine what situation(s) constitute a medical emergency. Further, Signer, on behalf of Participant(s) and/or Parent(s) agrees to be responsible for and to pay for all costs associated with medical emergency, including cost of medical care and cost of transportation for the Participant(s) and Parent(s).

Release of Liability

First Name: _____ Last Name: _____

Email: _____

Daytime Phone: _____ cell / home / work

Street Address: _____

City / State / Zip _____

I agree that I have carefully read the Facility Use Policies, and as Signer, I sign it with full knowledge of its contents, significance, responsibilities, and potential consequences. By Signing, I understand that I forfeit all right(s) to bring any legal action, including but not limited to lawsuit(s) against C3 Hotels, LLC., C3 Hotel & Convention Center, C3 Hotel Hospitality, C3 Hotel owner(s), Roadhouse Catering, LLC. and/or its employees or representatives, for any reason, including negligence or gross negligence.

I, _____ have read and agree to the policies and regulations as set forth by C3 Hotel & Convention Center regarding this request for the use of C3 Hotel & Convention Center facilities for the purposes described in the facility application and policies. The facility rental fee payment balance is due in full 30 days before the scheduled event, unless other arrangements have been made.

SIGNER:

Authorized Signature

Date _____

Printed Name



Recommended Vendors

(alphabetical order)

CATERING:

Bullseye Sports Bar & Grille
402-463-9022
www.bullseyesportsbar.com

Illusion's Lounge
402-462-2695
<http://pastimelanes.wstemp03.com/>

Kitty's Roadhouse
402-463-9225
www.kittysroadhouse.com

Murphy's Wagon Wheel
402-463-3011
www.murphyswagonwheel.com

Runcie's Catering
402-984-8459
www.runciescatering.com

BAR SERVICES:

Provided by:
C3 Hotel & Convention Center
Roadhouse Catering
402-463-9225
Owen or Kim

MISC:

A Perfect Gift - *Flowers*
402-462-6060
www.aperfectgiftllc.com

Aww Snap! – *Photo Booth Rental*
402-469-9696
www.awwsnap.biz

Big G Ace – *Linens*
402-462-5181
www.acehardware.com

Michelle's Scrumptious Bakery – *Cakes/Desserts*
402-461-6737
<https://www.facebook.com/michellescrumptiousbakery/>

Russ' Market – *Cakes/Desserts*
402-463-3574
www.russmarket.com/catering-to-you/

Steve's Lighting & Sound – *DJ & Lighting*
402-463-5942
steve@tri-citydj.com

Xtreme Ride – *Party Bus/Transportation*
402-984-0447
www.Xtremeridellc.com

