

**Friend Historical Society (FHS)
Facility Rental Contract
Box 174
Friend, NE 68359**

Date of Event: _____

Renter: _____

Renter Address: _____

Phone Numbers: (H) _____ (M) _____

Room(s) Being Rented: _____

Purpose of Rental: _____

Alcohol Consumption: Yes: ____ No: ____ If yes, there will be a cash bar set up in the San Carlo Room.

Contact Pour House at 402-947-2293 for details.

RENTAL FEES

- _____ \$200.00 – San Carlo Room
- _____ \$75.00 + \$25.00 cleaning fee - Welcome Center, includes Kitchen
- _____ \$600.00 – San Carlo, Welcome Center & Kitchen for Friday @ 8 am thru Sunday @ 5 pm
- _____ \$500.00- Damage Deposit due with reservation of room(s). Damage deposit will be refunded after event has taken place and verification that no damage has been done.
- _____ \$100 if garbage not bagged/tables not cleared
- _____ \$6.00 per tablecloth- black, cream or white
- _____ \$75.00 Cleaning Fee for San Carlo
- _____ Total due with Reservation

Rental Fee, Cleaning Fee, Damage Deposit, and any Linen Rental will be cashed when received.

No refunds of rental fee if cancellation is 30 days or less prior to rental date. Damage deposit will be refunded in full assuming there is no damage.

RENTAL CONDITIONS

1. This is a smoke-free facility.
2. Keys are to be dispersed at 8:00am on the morning of the event date unless exceptions have been made prior to the event. Note: _____
3. Renter must vacate the premises by 12:00am. Renter shall remove all personal items at the end of the night unless prior arrangements have been made with the Friend Historical Society.
Note: _____
4. All decorations must be approved by the Friend Historical Society. Only battery operated candles are permitted.

5. Renters, by the signing of this contract, give their permission/consent to the entry at any time by law enforcement officials or Friend Historical Society representatives.
6. Renters that have obtained permission from the Friend Historical Society to consume alcohol on the premises must cease consumption at 11:30 pm. All alcohol must be purchased through the Pour House. No alcohol shall be consumed outside the building during the event. All open containers of alcohol must be disposed of by 12 am. Renter is liable for all non-compliance issues with regard to the state and local laws and ordinances.
7. Renter shall indemnify and hold the Friend Historical Society harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with Renter's use of the facilities.
8. In the case of an event involving dangerous or high-risk activities, the Friend Historical Society reserves the right, at its sole discretion, to require Renter to obtain general liability insurance. For each such dangerous or high-risk event, Renter shall provide coverage with limits of no less than \$500,000.00 per occurrence and \$5,000.000 medical payment per occurrence. Renter shall provide the Friend Historical Society evidence of such coverage, which may include Renter's existing commercial general liability, home owner's, or farm owner's insurance policy. Coverage must be validated 10 days prior to event date to a Friend Historical Society representative.
9. Renter hereby agrees to pay for any and all damage, breakage, or theft that occurs as a result of negligence or misuse of premises or its contents. Do not stand or sit on tables, antique wooden oak buffets, antique pianos or bench or any other personal property of Friend Historical Society not specifically designed for sitting or standing. If any items are broken or damaged, Renter will be charged based on market value of the item.
10. Renter shall immediately notify Friend Historical Society representative at 402-366-1132 or 402-416-4002 of any damage and/or maintenance issue that arises during rental period.
11. Renters are required to complete the following before departing the premises: (as applicable)
 - a. Turn off all lights and fans in San Carlo and Welcome Center
 - b. Leave key in windowsill by double doors on north wall of San Carlo
 - c. Lock doors with allen wrench located in windowsills by doors
 - d. Check doors to be certain they are closed tightly
 - e. Notify a Friend Historical Society representative of any concerns or damages
12. THE RENTER SHALL NOT USE THE PREMISES IN VIOLATION OF ANY FEDERAL, STATE, OR CITY LAW, ORDINANCE OR FIRE REGULATION. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO GAMES OF CHANCE, CONSUMPTION OF ALCOHOL BY MINORS, CONSUMPTION OF ALCOHOL OUTSIDE OF PREMESIS AND USE OR DISTRIBUTION OF ILLEGAL SUBSTANCES.

I/We have read the above policy and received the documents to properly adhere to the above conditions and agree to follow it as stated (_____). Initials

Signature of Renter/Renters

Date

Signature of Friend Historical Society Representative

Date

**FRIEND HISTORICAL SOCIETY
CHECKLIST FOR FACILITY RENTAL**

Renter: _____

Address: _____

Phone/Contact info: _____

Event Date(s): _____

Event Building: _____

___ Rental Contract - Must be turned in before event dates are reserved on calendar. A copy will be retained by the Pour House.

___ Rental Fee - Must be turned in with Rental Contract.

___ Damage Deposit - \$500.00 – Payable to the Friend Historical Society required in order to reserve event date. The payment will be cashed by Friend Historical Society upon receipt. The Damage Deposit will be returned to you within 30 days after event and have passed damage inspection.

___ Cleaning Fee - \$75.00 – Payable to the Friend Historical Society required for every event. Non-refundable.

___ Cancellation Policy - Full refund of Rental Fee and Damage Deposit will be made if event is cancelled one month or more prior to the date of the event. Any cancellation made after that time will result in forfeiture of the Rental Fee. Damage Deposit will be refunded.

___ Key Issued - Key for the building can be picked up from a Friend Historical Society representative.

___ Key Returned - Key must be returned the day of the event or upon completion of contract. It will be left in the windowsill of the San Carlo Room.

Revised 10/9/2018

Effective immediately