

City of Osceola Civic Center Rental Agreement

City of Osceola • PO Box 701 • 441 Hawkeye St. • Osceola, NE 68651 • 402-747-3411

Rental Agreements are due 2 weeks prior to event for scheduling.
The City of Osceola reserves the right to refuse facility rental for any reason.

***** COVID-19 ADVISORY *****

Rental and use of the Civic Center is at your own risk and the risk of your guests. The City of Osceola is not responsible for COVID-19 transmission. Renter(s) are responsible for disinfection of the center before, during, and after the rental. All tables, chairs, countertops, cupboard knobs and handles, door knobs, restrooms, and any other high-touch areas must be disinfected by the renter(s) using your own Clorox or like product to prevent transmission of the virus. Please follow all current State Directed Health Measure guidelines.

RENTER NAME(S): _____ ORGANIZATION: _____

RENTER PHONE NUMBERS: CELL(S) _____ LANDLINE _____

RENTER ADDRESS: _____

RENTER EMAIL: _____

DATE OF EVENT: DAY(S): _____ DATE(S): _____

****Note: All dates for setup, clean up, or the event itself must be included on this agreement. The facilities are NOT rented on an hourly basis. The minimum rental time is 1 day. There are NO EXCEPTIONS to this.**

Additional Dates Needed for Setup and/or Clean up:

Day(s) _____ Date(s): _____

_____ (Initials) I agree that I have listed all dates needed for my event. If at any point, renter chooses to rent additional days, the renter is required to amend the contract with the proper days.

PURPOSE OF THE RENTAL (Please mark the appropriate purpose for the rental):

___ Wedding Reception (Name of Bride & Groom): _____

___ Bride's Cell Phone Number & Email: _____

___ Graduation Reception (Name of Graduate): _____

___ Meeting (Name of Organization/Business): _____

___ Family Reunion

___ Birthday/Anniversary Party

___ Benefit (Name of Whom Benefit is for): _____

___ Banquet (Name of Organization): _____

___ Other (Explain): _____

RENTAL FEE AND DEPOSIT SCHEDULE: (Note: Renter will only be allowed to use the facilities that are marked below.)

___ Entire Civic Center Building Fee: \$125 Deposit: \$200

___ Senior Center (East Side) Only Fee: \$75 Deposit: \$200

___ Banquet/Meeting (West Side) Only Fee: \$75 Deposit: \$200

Deposit fee of \$200 due now to confirm rental:

Deposit Paid: Cash Check # _____ Date _____ Office Staff: _____

Rental fee is \$ _____ due prior to keys being handed out.

Rental Paid: Cash Check # _____ Date _____ Office Staff: _____

****Completed Rental Agreement and Deposit Fee ARE REQUIRED to be turned in to the City Office in order for your rental to be booked. Deposit fee will be returned in full or in part upon inspection of the premises after the rental if the facility is cleaned to the satisfaction of the City of Osceola representative, no damages are found, and key(s) have been returned. Cancellations must be made within 30 days or more in order to have refund of deposit fees.**

SPECIAL DESIGNATED LICENSE REQUIRED for any alcohol consumption. Your liquor vendor must apply for the SDL well in advance of the event to ensure time for approval by City Council and Nebraska Liquor Control Commission. All alcohol must be kept inside the building, unless special permission has been granted for an outside beer garden by the City Council and the LCC. The renter and/or their liquor vendor is responsible for monitoring all alcohol consumption.

Name of Liquor Vendor Serving the Event: _____

Vendor Contact Name: _____ Phone Number: _____

WAIVER OF CITY OF OSCEOLA'S LIABILITY

_____ (Initials) The renter shall hold harmless the City of Osceola from all liability for accidents, injuries, death, and/or loss of or damage to any person or property that occurs during, or as a result of the use of the facilities by the renter unless caused by the willful acts or omissions or gross negligence of the City of Osceola, its employees, agents, licensees, or contractors, and shall indemnify the City of Osceola for all expenses it may incur as a result of claim or demand by anyone resulting from the use of the facility by the renter unless caused by the willful acts or omissions or gross negligence of the City of Osceola, its employees, agents, licensees, or contractors.

RENTAL RULES AND REGULATIONS

1. No smoking.
2. No alcoholic beverages allowed unless a Special Designated License (SDL) is obtained to consume alcohol on the premises. If an SDL has been obtained, alcohol consumption must cease by 1:00 A.M.
3. All renters and guests must vacate the premises by 1:30 A.M.
4. No one is allowed in the basement or office.
5. Key(s) shall be obtained from the City Office when rental fee is paid. Keys shall be returned to the City Office before 8 A.M. the next business day after the rental.
6. Use of the pool table, pool sticks, and balls is prohibited. Also do not lay anything on top of the pool table.

7. Do not use the paper products of the center (for example: styrofoam cups, paper plates, plastic silverware, napkins).
8. Use of the coffee pots, dishes, and silverware is permitted as long as it is properly washed and put away.
9. All trash must be collected and placed in the trash receptacle on the south side of the center. New bags must be placed in the emptied trash cans. Any boxes must be broken down flat before placing them in the trash receptacle.
10. All serving areas, tables, and chairs must be wiped clean. Tables and chairs must be put away, except those of the Senior Center side (east side) which must be returned to the way they were found.
11. The rented side(s) and restrooms are to be swept up.
12. Renters, by signing of this agreement, give their permission/consent to the entry anytime by law enforcement officials or City of Osceola representatives.
13. The renter hereby agrees to pay for any and all damage, breakage, or theft that occurs as a result of negligence or misuse of the premises and its contents by the renter during the rental, including tables, chairs, kitchen equipment, and restrooms. Sitting or standing on tables is not allowed.
14. Removal of any property, including tables and chairs, is prohibited.
15. Nothing can be hung from the walls or ceilings. No tape is to be used for decorations. Only free-standing decorations are permitted.
16. No phone calls may be made using Civic Center phone unless in case of emergency.
17. The rental and use of the east side will be limited to non-Senior Center hours.
18. If both sides are rented by different individuals, the east side rental must allow restroom traffic from west side.
19. The renter shall not use the premises in violation of any federal or state law, city ordinance, or fire regulation.
20. Any renter violating these rules and regulations is subject to removal from the facility by a City of Osceola representative.
21. The renter is responsible for the enforcing of these rules and regulations.

By signing this rental agreement, I/we _____, have read the above rules and regulations and agree to follow the terms set forth in this agreement, agree to provide certificate of insurance coverage for this rental as detailed in the agreement, and agree to return the key(s) provided me the next business day after the rental.

Signature of Renter

Signature of Civic Center Representative

Signature of Renter

Key picked up by _____

Date _____

Key picked up by _____

Date _____

THANK YOU FOR USING THE OSCEOLA CIVIC CENTER!

For Office Use Only:

Date Deposit and Rental Agreement Received _____

Rental Booked on Calendar

Rental Fee Received

Key Picked Up By _____ Date _____

Key Picked Up By _____ Date _____

Inspection of Premises Performed After Event By _____ Date _____

Date Key(s) Returned _____

Deposit Returned:

Full Partial No Refund Reason for Partial or No Refund _____

Date _____ Office Staff _____