

**CITY OF RAVENNA
RAVENNA CITY AUDITORIUM
RENTAL AGREEMENT**

DATE _____

DATES TO BE USED _____

NAME OF REPRESENTATIVE _____

ADDRESS _____

CITY AND STATE _____

PHONE NUMBER _____

PURPOSE OF BUILDING RENTAL _____

BUILDING NEEDED FROM _____ AM/PM TO _____ AM/PM

FUNCTION BEGINS AT _____

DANCE: YES___ NO___ ALCOHOL: YES___ NO___ ALCOHOL CATERER _____

Base Rental Fees:

Community, Civic, Non Profit Groups: (donations accepted) No Charge.

	Rent	Damage Deposit	Tables
Reception with Dance	\$300.00	\$300.00	\$100.00
Reception without dance	\$100.00	\$100.00	\$50.00
Rehearsal Dinner, Reunion, Anniversary, or Large Birthday Parties	\$100.00	\$100.00	\$50.00
Commercial Meetings	\$100.00	\$100.00	\$50.00
Auctions	\$300.00	\$300.00	\$150.00
2 hr. Function	\$35.00	\$50.00	\$20.00
4 hr. Function	\$50.00	\$50.00	\$25.00
Daily Setup before Event	\$50.00		
Skating Parties	\$50.00 paid to Lion's Club		

The hall size is approx. 80'x60'. The hall will be equipped with 15 round tables, 26 rectangle tables, 62 white chairs and 127 metal chairs at the present time. There is a refrigerator and stove with oven.

HOLD HARMLESS CLAUSE: The organization above names and the individuals signing on behalf of such organization do each personally contract to hold the City of Ravenna harmless from any claims or demand against the City of Ravenna and the City Auditorium arising out of the use of the building by the organization or claim or demand by any persons upon the premises by reason of the activity of or by invitation of such organization and the undersigned do covenant to repay and reimburse the City of Ravenna, NE for any legal expense incurred by the City of Ravenna, NE in defending such claim

RULES AND REGULATIONS

If alcohol is to be distributed or consumed on the premises while occupied or used by the renter, the renter agrees to the following: If the premises are to be opened to the public, or there is a charge for admission to the premises or for alcoholic beverages, or if there is a solicitation of donations associated with the use of these premises, then renter agrees that said alcohol shall be distributed by an individual or entity licensed by the State of Nebraska and authorized to distribute alcoholic beverages. A Special Designated Liquor License is required for all events having alcohol. No alcoholic beverages are to be consumed outside the Ravenna City Auditorium building.

1. The City of Ravenna, NE does not carry insurance for the protection of the renting or using group.
2. The City of Ravenna, NE, reserves the right to refuse rental or scheduling group, organization or business which fails to provide necessary control or policing of facilities. All youth groups must have adult sponsors in advance.
3. All rental fees are payable in advance.
4. Any damage to the premises or breakage of equipment will be paid for by the scheduling group.
5. Preference on scheduling will be on a first come first served basis. Dates for the following calendar year may not be confirmed until December 15, but may be requested prior to that time.
6. No event will be considered scheduled until a non-refundable deposit equal to 50% of the rental fee, has been received along with this form completed and returned to the City of Ravenna Office.
7. Setup and cleanup are to be within the time you have building scheduled. Nothing should be left in the building after scheduled time. Tables and chairs must be cleaned and stacked on carts properly. Note: Setup will be allowed the night before if and only if the room is not in use at that time. However, to guarantee early setup time will require additional rental charges. This early setup does not allow your function to begin early.
8. Rental fees are for the use of the building and supplies, utilities, management and for normal maintenance, and scheduling, and do not include setup and cleanup. You should sweep after use and mop spilled areas. Alcoholic or soft drink spills need to be mopped and cleaned to remove as much residue as possible.
9. NO SMOKING.
10. Boards have been installed at 2 heights to be used to fasten decorations to: NO DECORATIONS NAILED, SCREWED, STAPLED OR TAPED DIRECTLY TO THE WALLS OR FLOORS.
11. Do not hang items directly from the ceiling.
12. After the activity, please restore the area to an orderly condition: sweep and mop floors, wipe off all tables, collect all trash and deposit it in the dumpster. Pickup the bathrooms and take out trash. Turn off all lights
13. No City property or equipment shall be removed from the City Auditorium.

14. Sponsoring groups and/or individuals shall be responsible for the conduct of their activity. Breakage or mistreatment of the City Auditorium and/or its equipment shall be the financial responsibility of the renter and they will be liable for such damages. Damages will be deducted out of the Damage Deposit; Renter will be liable for damages exceeding damage deposit.

I have read and agree to the rules as listed on this three page agreement.

Renter

Date

City of Ravenna

Date

The responsibility of clean up depends on the group/user of the hall. To insure you get all your Damage Deposit returned you must perform the following when using the hall for clean up:

- Sweep and Mop the Floors.
- Wipe Down Tables.
- Make Sure All Bathrooms Are Picked Up and Remove Trash.
- Empty All Trash Cans and Replace With Trash Bags.

For City of Ravenna Office Use Only

	AMOUNT DUE	DATE PAID
BASIC RENTAL CHARGE	_____	_____
DAMAGE DEPOSIT	_____	_____
TABLE RENT	_____	_____
TOTAL CHARGES	_____	_____