



City of Broken Bow Application for City Auditorium Rental

This application for use of the City Auditorium will apply to everyone regardless of affiliation, for profit status or purpose of use. The application process provides for documentation for scheduling and use history. The auditorium can only be rented one calendar year in advance.

NO WAIVERS WILL BE GRANTED

All persons or organizations interested in renting the auditorium must submit an application with the City Clerk. The City Clerk has authorization to approve auditorium use on a reservation system as long as it does not conflict with city policy or law. For any questions call (308) 872-5831.

DEPOSIT INFORMATION

A damage/cleaning deposit of **\$200 will be required for all non-alcohol functions** and **\$400 for all alcohol functions**. If roasters are used, a **\$50 deposit per roaster** will be required. Eight roasters are available. The damage/cleaning deposit will be returned to the applicant group upon completion of the activity, minus any cost of lost keys, damage repair, or cleaning cost. If the cost exceeds the \$200/\$400 deposit, the applicant group will be billed and liable for such costs. If there is a disagreement concerning damages to the City property, the Mayor or his designee will investigate and bring the matter before the Council for a final decision.

RULES

1. Tables and chairs are to be set up and taken down by the renter.
2. Renter shall leave this facility in a clean fashion. The tables and chairs are to be washed. The floors must be swept, and all the trash must be dumped in the dumpster in the alley east of the kitchen unless full then place by backdoor in garbage bags.
3. Any breakage or problems must be reported to the City Clerk as soon as possible.
4. If the kitchen is used, renter shall make sure that the coffee pots are clean, the switch for the dishwasher water heater is shut off, and all controls on the range are turned off. All dishes and utensils must be put away after they have been washed.
5. All items belonging to the renter must be removed at the end of the rental period unless other arrangements have been made.
6. Renter shall make sure that all doors they have access to in the building are locked.
7. Renter shall make sure that all lights are turned off.
8. There will be no animals allowed in the building, except for service animals or animals for the visually impaired.
9. Renter must use table covers on all tables. If table covers are not used, \$50.00 will be taken out of the damage deposit.
10. If the projector is used, the remote must be returned to the City Clerk.
11. No bouncy houses are permitted in the auditorium.

AUDITORIUM RENT PER DAY

\$25.00 – Kitchen Use Only

\$25.00 - School/government related functions. Includes full use of the kitchen

\$150.00 - Small groups such as banquets, fund-raisers, anniversaries, weddings, reunions, benefits. Includes full use of the kitchen

\$250.00 - Large activities such as auctions, craft sales, and gun shows. Includes full use of the kitchen

\$75.00 - Fee for using scissor lift

REQUIREMENTS FOR FUNCTIONS WITH ALCOHOL USE

- All functions using alcohol must be approved by the City and State in advance
- Any alcohol use must not be in conflict with any city ordinance
- **All functions involving alcohol must have a licensed liquor caterer**
- References must be furnished for any licensed liquor caterer outside Custer County
- City has the right to reject any function or licensed liquor caterer
- Completed application no less than 4 weeks before event
- Name of Licensed Liquor Caterer
- Copy of Liability Insurance (Provided by Licensed Caterer)
- **ALL ALCOHOL IN OPEN CONTAINERS IS PROHIBITED OUTSIDE THE AUDITORIUM**

Name of Applicant/Group: _____

Address: _____

Contact phone number & email: _____

Purpose of use: _____

All dates & times requested for use: _____

Will alcohol be served? _____

Alcohol Caterer: _____

Signature of authorized member of organization or applicant agreeing to rules and deposit statement

Signature

Date

Have SDL? (City Use Only)

Note: If set up is required and items would interfere with the use of auditorium for any other group, the set up day and time must be reserved and paid for as a day of use. No set up will be allowed earlier than 5 p.m. on the proceeding day.

The undersigned applicant hereby agrees to comply with all Nebraska Liquor laws whether selling or serving alcohol and agrees to be held responsible for the failure to comply with said liquor laws.