

**CITY OF WEST POINT**  
**RENTAL AGREEMENT**  
**(Events/Receptions/Meetings)**  
**NIELSEN COMMUNITY CENTER**

1. Name of Renter \_\_\_\_\_

2. Type of Event or Occasion: \_\_\_\_\_ Number Attending \_\_\_\_\_

3. Number of days of use: \_\_\_\_\_ Dates of use \_\_\_\_\_

4. Events/Receptions/Meetings Rental Fees:

(✓ check areas to be rented)

**Ballrooms**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Entire ballroom<br>\$800.00/day<br>(145' x 88') | <input type="checkbox"/> North half with stage<br>\$450.00/day<br>(75' x 88') | <input type="checkbox"/> South half with no stage<br>\$400.00/day<br>(60' x 88') | <input type="checkbox"/> ¼- Ballrooms C&E<br><input type="checkbox"/> ¼- Ballrooms B&D<br>each side \$200.00/day<br>(44' x 60') |
| <input type="checkbox"/> Ballroom B Only-\$150.00/day (44' x 40')        | <input type="checkbox"/> Ballroom C Only-\$150.00/day (44' x 40')             | <input type="checkbox"/> Foyer area -- \$200.00/day<br>(40' x 70')               |   |
| <input type="checkbox"/> 1/8 Ballroom- D \$100.00/day (44' x 20')        | <input type="checkbox"/> 1/8 Ballroom- E \$100.00/day (44' x 20')             |  |   |

**Kitchens:**

- Kitchen A w/south half - \$100.00/day       Kitchen - B w/north half (includes serving area) -\$150.00/day

**Set-up Rental Fees:**

- \$100.00 for half of facility       \$250.00 for entire facility (limited to one day prior to event)

**Meeting rooms:**

- Large (34' x 30') \$55.00/day  
 Small (16' x 30') \$40.00/day  
 Both rooms \$95.00/day

Rental fee \$ \_\_\_\_\_  
 Kitchen fee \$ \_\_\_\_\_  
 Setup fee \$ \_\_\_\_\_  
**TOTAL RENT \$ \_\_\_\_\_**

Total Rent	\$ _____
Damage Deposit	\$ _____
Minus Holding Reservation Deposit	\$ _____ - 75.00
<b>BALANCE DUE</b>	<b>\$ _____</b>
<b>to be paid on arrival of facility</b>	

5. **Damage and/or Cleanup Deposit:** In addition to the rent, a separate check payable to the City of West Point for a damage and/or cleanup deposit equal to the amount of the Total Rent listed in No. 4 above shall be paid at the time the keys are picked up. Deposit will be held until a walk through of the facility has been completed following the event. The renter shall be responsible for any and all damages. Renter's liability shall not be limited to the amount of the deposit.

6. **Holding Reservation Deposit:** Upon payment of a \$75.00 holding reservation deposit, renter will be placed on the rental/use calendar. This deposit will be applied toward the rental fee and is refundable upon written notification of cancellation at least 60 days prior to event.

7. Keys: Keys will not be given out until the first day of the rental event and shall be returned immediately following the event to the facility coordinator.
8. Arrangements: Setting up of tables and chairs and all service arrangements shall be completed by Renter, unless other contract services are arranged. Tables and chairs are to be returned to the storage areas.

Will special arrangements for caterers, decorators, lighting, sound system, be required - -  Yes  No  
 Describe: \_\_\_\_\_

All dishes, silverware, towels, table covers, napkins, and other such items shall be furnished by Renter.  
 No tobacco products are allowed in the facility. **Smoke or fog machines are prohibited.**

9. Hours of Operation: Night time use of the facility shall not extend past 1:00 AM and all cleanup work must be completed and all equipment/material removed and the building vacated by 2:00 AM.

10. Alcoholic Beverages:

Will Event be open to the general public -  Yes  No

Will Alcoholic Beverages be consumed -  Yes  No Will Alcoholic Beverages be Sold -  Yes  No



The Renter acknowledges that the Renter is aware of the regulations governing the use of the Community Center as outlined in Resolution No. 11-08-26 and agrees to be responsible for any and all damage caused to the Community Center or Community Center property by the Renter, or the Renter's guests. The Renter further agrees to reimburse the City for all repairs necessitated by such damage.

Renter agrees not to hold the City responsible for any claims, demands, judgments, and expenses incurred in connection with a death or injury to persons or for loss of or damage to property arising out of, or in connection with, the use of the occupancy of the premises that may be attributable specifically to the Renter, Renter's guests, or use of the premises.

The Renter shall not knowingly tolerate a violation of liquor laws at the Community Center specifically including drinking by minors and procuring alcohol for minors.

The Renter shall not discriminate in their use of the Community Center with respect to any class of persons protected by state or federal laws, including for reasons of race, sex, national origin or religion.

The Community Center rental fees, regulations and rules are subject to change at any time and Renter agrees to abide to any such changes.

Would you like to have your event posted on the Nielsen Community Center Website?

Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF WEST POINT  
 Nielsen Community Center  
 200 Anna Stalp Ave.  
 West Point, NE 68788  
 Phone:(402)372-0184 Fax: (402)372-1105

Date Received: \_\_\_\_\_

Renters Email: \_\_\_\_\_

**RENTER SIGNATURE**