

Village of Shickley

P.O. Box 25/102 N. Market St.
Shickley, NE 68436
(402) 627-7885

For Office Use Only

Deposit _____ Returned _____
Fee Paid _____

The Village of Shickley, Nebraska and _____, as Renter,
agree to the following terms and conditions relating to Renters/use of the Shickley Community
Center on _____.

Renter Name: _____ **Address:** _____

City: _____ **Zip Code:** _____ **Phone #** _____

Email Address: _____

Room Rented: _____ **Start time:** _____ **End time:** _____

Shickley Community Center Rental Rates

Rental Agreement must be signed and returned along with the rental fee and deposit checks.
Please make two checks (one for the rent/the 2nd for the deposit) payable to the *Village of Shickley*.
The deposit check will be voided if there are no damages or cleaning fees.

Rental Rates:	Deposit	Rental Fee
Weddings (All Rooms & Kitchen)	\$150.00	\$300.00
West Room	\$100.00	\$150.00
North Room (Conference)	\$ 50.00	\$ 50.00

If there is a scheduling conflict, you may be charged for an additional day before or after. The charge being half of the total room charge.

Alcoholic Beverages:

ALL alcoholic beverages must be purchased from the Shickley Legion. State Law prohibits alcoholic beverages being served to or being consumed by minors. The Shickley Legion is available to serve alcoholic beverages if desired. (See back if you need to set up a bar)

No kegs are allowed in the building.

THE RENTER AGREES:

1. All chairs and tables are put away. Use two people to set tables up and take tables down. Do not grab tables at the middle.
2. All floors are swept and wet mopped.
3. All restroom facilities are cleaned, including sweeping, mopping the floors, cleaning the sinks, toilets and mirrors and taking out trash. Replace trash bags in trash cans.
4. The kitchen is completely cleaned including the sinks, mopping the floor, bagging and putting all trash out in the dumpster and replace trash bags in trash cans. Empty and clean the refrigerator, clean stoves and spills in the oven when used, clean the counter tops and wipe off spills on the front of the cupboards and service windows, wash dishes and utensils and put away.
5. The trash will be picked up from around the premises on the outside of the building.
6. All cleaning must be completed by noon the day following the event unless otherwise noted.
7. When renting the building, please double check lights and fans to make sure they are turned off and make sure the doors are locked before leaving.
8. **The renter shall not use tape, pins, nails, thumbtacks, etc. on the walls or floors.**
9. The renter understands that the Village of Shickley is not responsible for accidents or for articles left on the premises and that renter agrees to hold the Village of Shickley harmless from any and all injury to persons and property.
10. The renter understands all activities will cease by 1:00a.m.
11. The renter agrees to not allow smoking in the building during the activity.

12. The renter agrees all items listed above are in the condition required before renting and after renting. The renter understands all conditions and responsibilities listed above.
13. By signing this agreement, the renter understand the Village of Shickley is not responsible for food preparation and service because of the renter's event.
14. The Village of Shickley shall not discriminate against any renter because of race, religion or national origin. However, the Village of Shickley reserves the right to refuse the renting of the Shickley Community Center to any party who has previously failed to comply with the above agreement or with the terms of the Village's rules and regulations.
15. BY SIGNING THIS AGREEMENT, THE RENTER UNDERSTANDS AND AGREES TO BE RESPONSIBLE FOR THE COST OF REPAIRING ANY AND ALL DAMAGES TO THE PREMISES WHICH MAY OCCUR WHILE THE BUILDING IS LEASED TO THE RENTER. ALL DAMAGE REPAIRS WILL BE REPAIRED AT THE DISCRETION OF THE VILLAGE.

Renter

CONSENT-RELEASE-HOLD HARMLESS

In consideration for my use of the premises known as the Shickley Community Center, I, _____, do hereby release and forever discharge the Village of Shickley, Nebraska, from any and all actions, causes of actions, claims and demands for, upon, or by reason or any damage, loss or injury, which may be sustained by myself or my activity in consequence of my activity. It being further understood that the Village of Shickley is not responsible for the activity for which I am renting the Shickley Community Center.

Dated: _____ **Renter:** _____

Will your event need a bar? YES **NO**

If you need a bar for the event please provide the following information:

Start time of event _____

Time you would like bar open _____

End Time _____

How many people (estimate) _____

Special Requests (these will be fulfilled only if feasible by the Legion)

