

**KIMBALL EVENT CENTER LEASE AGREEMENT**

Date of Rental \_\_\_\_\_

**LESSOR:**

City of Kimball  
223 South Chestnut Street  
Kimball, NE 69145

**LESSEE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ The Kimball Event Center does publicize upcoming events. Please initial for your approval to publicize your event.

**MEETING ROOMS:** As rent for said premises, the Lessee shall pay the following: (Please initial next to the room(s) you wish to rent). **Room rent does not include kitchen use!**

_____ Ballroom \$400 (4315 sq. ft) capacity 500	_____ Banquet Room \$250 2780 sq. ft) capacity 100 w/tables	_____ Youth Room \$150 (657 sq. ft) capacity 40-45 w/tables	_____ Jade Room \$100 (280 sq. ft) capacity 10-20 w/tables
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● Room rates include Kimball Event Center staff setting up, tearing down, or cleaning rooms after your event. Room rates will be discounted the following amounts, if you choose to perform those duties. Please indicate, by initializing below, the service you will perform for your event. Kimball Event Center details of services are provided on the second page of this contract.

_____ Set up \$50	_____ Set up \$25	_____ Set up \$15	_____ Set up \$10
_____ Tear Down \$50	_____ Tear down \$25	_____ Tear down \$15	_____ Tear down \$10
_____ Clean up \$50	_____ Clean up \$25	_____ Clean up \$15	_____ Clean up \$10

● Patrons using the Ballroom have the day before the event and the day after the event to set up, tear down, and clean up at no extra cost. However, if you feel you need more time, you can rent the rooms for 33% of there original cost for each additional day unless that additional day or days are previously rented.

● A deposit of 1/3 of agreed upon rent will be required at the time of signing the lease agreement. Total bill will reflect deposit.

● A full deposit refund will be extended if the event is cancelled thirty (30) days prior to the event. If the event is cancelled less than thirty (30) days prior to the event, a deposit refund of 10% will be extended.

Do you wish to rent the room(s) more than the day(s) you are allotted? Yes / No

If yes, how many more days would you like to have the room? \_\_\_\_\_ Days

**DISCOUNTS:** Groups, businesses and individuals will receive a discount on the rooms and services provided by the Kimball Event Center depending on how often the facility is rented.

**CATERING:** The Kimball Event Center will cater events upon request. If you choose, you can bring in outside caterers for any event. Any outside caterer must have a current Food License, the Event Center will need a copy of this license to keep on file. If no license is presented to the Lesser, then the caterer will not be allowed to bring in any food. More information included on second page of this contract.

Is your event being catered: Yes / No

(If yes, please indicate any services needed for your catered event by initialing them. More details on kitchen use are provided the second page of this contract)

_____ Basic Kitchen \$100	_____ Expanded Kitchen \$150	_____ Steam Table \$25	_____ Chaffing Dishes/Roasters \$10 ea.
_____ Linens \$3.00/Table	_____ Lincan Napkins \$.75/Person	_____ Salad Bar \$25	

If any products such as table cover, paper napkins, beverage cups, salt/pepper, coffee, tea or water is used, it is included in the room rent.

A 15% Gratuity is added if the Kimball Event Center caters the event for the Lessee.

**ALCOHOL:** The Kimball Event Center has their own Liquor License and therefore, **the Lessee is not to bring in or take out any alcoholic beverages onto or off of the said premises.** Bartenders are provided by the Lessor and are at no cost to the Lessee for a cash bar. If the Lessee prefers an open bar, they will be charged a 10% gratuity. Any keg beer, champagne, wine or other specifically desired liquor is required for your event, it must ordered through the manager of the Kimball Event Center. The manager needs no less than 14 day (2 weeks) prior to your event to order these items.

Are you planning on having alcohol at your event? Yes / No

If Yes, Please check the appropriate. \_\_\_\_\_ Cash Bar \_\_\_\_\_ Open Bar w/10% Gratuity \_\_\_\_\_ Keg Beer \_\_\_\_\_ Wine \_\_\_\_\_ Champagne

**TAXES:** a 7% SALES TAX ON ALL SERVICES PROVIDED BY THE Lessor will be charge on the final invoice. This includes but is not limited to, Room Rentals, Catering Fees, Alcohol Fees, etc. If the Lessee is tax exempt, a Form 13 will be submitted before the event.

**LATE FEES:** The Lessee is to pay for all expenses incurred no later than 1 month after the event. After 1 month, a charge of \$25 per month or 5% of bill, whichever is greater, will be added to the final invoice.

**INDEMNIFICATION:** Lessee agrees to indemnify and hold harmless Lessor from any and all liability for damage or injury resulting from or related to Lessee's possession and use of premises hereunder.

**LESSOR CONTACT:** If you have questions, please contact the Kimball Event Center Manager, Dorothy Griffith at (308) 235-4747 ex. 335, cell (308) 241-0060 or Home (308) 235-2249.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
Lessor, City of Kimball

By \_\_\_\_\_  
Lessee

## Rules and Information About the Use of The Kimball Event Center

**MEETING ROOMS:** Room rental includes the use of the room, tables, chairs and any paper products needed.

- **Set up** costs discussed on page one of this Lease Agreement includes setting up all tables and chairs needed for your event. If you have a specific way you would like your event set up, notify the Kimball Event Center manager at least one week prior to your event.
- **Tear down** costs, discussed on page one of the Lease Agreement, includes wiping down all tables and putting tables and chairs back in their designated area. Tables of the same kind, go on table carts, or stacked neatly against the wall out of the way. Chairs of the same kind, go in stacks of eight, against the wall or lattice in a designated area. Signs in the designated areas should assist you in putting the tables and chairs away properly. If the Kimball Event Center staff has to re-organizing the tables and chairs, the Lessee will be charged \$20 per hour for such services.
- **Clean up** costs, discussed on page one of the Lease Agreement, includes vacuuming, making sure all bathrooms are usable, dust mopping in Ballroom, wet mopping in Ballroom, and taking out any trash left behind. If the Lessee does the clean up themselves; vacuums, trash bags, and cleaners will be provided by the Lessor.

**CHILDREN MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES. PARENTS OF UNATTENDED CHILDREN WILL BE ASKED TO LEAVE THE EVENT WITH THEIR CHILDREN.**

### **CATERING:**

- The Kimball Event Center will cater events if requested. Menus will be provided at your request.
- If you choose, you can bring in outside caterers for any event. Any outside caterer being used, must have a current Food License, the Kimball Event Center must have a copy of this license on file. If no license is presented to the Lessor, the caterer will not be allowed to bring in any food. Any outside caterer must complete and sign a caterer contract, available from Kimball Event Center director, prior to the scheduled event.
- If you choose to have a local business cater your event, you may visit with the Kimball Event Center manager and determine which local businesses have Licenses on file.
- Relatives or friends wishing to cater the Lessee's event at no cost to the Lessee, do not need to have a food License.
- The Kimball Event Center is a licensed food service kitchen, and therefore all groups using the kitchen must follow sanitary procedures as outlined by the Department of Health.
- It is the responsibility of the Lessee to make sure the caterer follows all rules of the Kimball Event Center.
- Any outside caterer will provide their own foil, plastic wrap, gloves, zip lock bags, plastic ware, etc., or a fee will be assessed.
- **Basic Kitchen use includes use of any or all of the following:** Refrigerators, Freezer, Pitchers, Punch Bowl, Serving Trays (Tea & Coffee Pots are provided, free of charge for any scheduled event.)
- **Expanded Kitchen use includes use of any of the above and any or all of the following:** Ovens, Stove Tops, Dish Washer, Coolers, Plates, Silverware, Refrigerators, Freezers, Glasses, Utensils, and Pots and Pans.

If the Lessee or a caterer of their choice uses the Kimball Event Center kitchen, the Lessee is responsible to see that the kitchen is cleaned. All Utensils will be put away properly. Plates and glasses will be put in their designated areas. The floor will be swept and mopped. All preparation surfaces will be wiped clean. Any material not listed above must be provided by the Lessee or caterer. This includes, but not limited to, rags, aprons, oven mitts, meat thermometers, spices, salt and pepper, flour, sugar, tin foil, plastic wrap, etc.

**CHILDREN UNDER THE AGE OF 13 ARE NOT ALLOWED IN THE EVENT CENTER KITCHEN AT ANY TIME.**

### **ALCOHOL:**

- The Kimball Event Center has a Liquor License and therefore **the Lessee will not bring in or take out any alcoholic beverages onto or off of the said premises.**
- Bartenders are provided by the Lessor, at no cost to the Lessee for a cash bar. If the Lessee prefers an open bar, they will be charged a 10% gratuity.
- Any keg beer, champagne, or wine that needed for your event, will be ordered by the manager of the Kimball Event Center. The manager needs no less than 14 days (two weeks) prior to your event.
- No parent, guardian or person shall knowingly suffer or permit any minor, of whom he or she may be a parent or guardian, to violate the provisions in section 53-180.01 or 53-180.02, State of Nebraska Statutes. Any person attempting to provide a minor with an alcoholic beverage will be asked to leave immediately. Whomever purchases the alcohol is ultimately responsible for the people whom consume it.
- The bartenders will card anyone whom they believe may not be of legal drinking age. If no ID is present, that person will not be served any alcoholic beverage. No Exceptions.
- If the Lessee prefers, the manager of the Kimball Event Center can copy the ID's of the party in advance, so that the members of the party do not have to worry about the ID's during the event.

### **GENERAL RULES:**

1. Rooms not rented by the Lessee will be accessible for restroom use only. Any other use by the Lessee or their patrons will result in the Lessee being charged one days rent for that room.
2. The Lessee will use his or her judgment when trying to display something on the walls. If there is visible damage to the wall from a distance, or the wall will need to be fixed, the Lessee will be charged for any cost to the Kimball Event Center to repair damages. If debris is left on the walls or ceiling, the Lessee will be charged \$20 per hour for the removal of the debris.
3. The Kimball Event Center staff realizes that accidents will happen. Please be honest and forthcoming when something does occur. Trying to hide or cover up an honest mistake may cause further costs to the Lessee and make for an unsafe environment for customers later. The job of the Kimball Event Center staff is to provide a safe and enjoyable event for all that attend.