CITY OF KEARNEY PARK & RECREATION DEPARTMENT

GAIL & MICHAEL YANNEY PAVILION & BURLINGTON GREEN COURTYARD RENTAL AGREEMENT

11/26
1930 University Drive
Kearney NE 68845
308-237-4644
kprfacilityrentals@kearneygov.org

Mon.-Thurs. 7:30am-5pm
Fri. 7:30am-12:00pm

OFFICE USE ONLY: **Calendar:** ☐ **Copies:** ☐
Fee: _____ Paid: _____ Cash / Credit / Check

FACILITY INFORMATION 2022 W 11th Street
This is a fully enclosed building with heating and air conditioning, restrooms and other various amenities. Rentals can be made year-round, one year in advance. There is a four-hour minimum rental time for this building per day. If reserved on consecutive days, each day is a new time block.

MAY-OCTOBER RENTAL RATES
$500 for a 4-hour period, $125 each additional hour
Holiday Rate: $600 for a 4-hour period, $150 each additional hour on the following holidays:
Saturday, Sunday and Monday of Memorial Day Weekend; Independence Day; Saturday, Sunday and Monday of Labor Day Weekend.

NOVEMBER-APRIL RENTAL RATES
$400 for a 4-hour period, $100 each additional hour
Holiday Rate: $480 for a 4-hour period, $120 each additional hour on the following holidays:
Thanksgiving Day, New Year's Day, Easter Sunday. NO RENTALS ON CHRISTMAS EVE OR CHRISTMAS DAY

EVENT DETAILS

Event Name: _____ Estimated Attendance: _____

Requesting: ☐ Pavilion ☐ Pavilion & Patio ☐ Pavilion, Patio & Courtyard

Day of Week: _____ Month: _____ Date: _____ Year: _____

Start Time: _____ End Time: _____ (Set-up and clean-up must take place during these times)

Actual Start Time of Event: _____

(NOTE: The time you indicated as your rental start time will be the time you will be allowed to enter the building, NO EXCEPTIONS.)

APPLICANT INFORMATION

Primary Contact: _____ Company/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____ Email: _____

RENTAL DETAILS

Please check "yes" or "no" to each of the following:

- Is your event open to the public? ☐ Yes ☐ No
- Are you planning to use the fire pit? ☐ Yes ☐ No
- Are you planning to use patio heater? ☐ Yes ☐ No
- Are you planning to charge registration/admission fee? ☐ Yes ☐ No
- If using grass courtyard, are you planning to bring a ☐ Yes ☐ No

Bounce House/Tent? If yes, Company Name: _____

Phone Number: _____

Size of Bounce House: _____ Size of Tent: _____

Tent Delivery Date & Time _____ Tent Pick up Date and Time _____

- Will you be renting chairs or other equipment for the courtyard area? ☐ Yes ☐ No

Company Name:_____

Chair delivery date and time:_____ Chair pickup date and time: _____

- Are you requesting to serve alcoholic beverages through a licensed vendor? (If yes, see supplemental form regarding serving alcoholic beverages). ☐ Yes ☐ No

Vendor name: _____

Phone Number: _____

- Are you hiring a caterer or third party vendor? ☐ Yes ☐ No

If yes, Caterer/Vendor Name:_____ Phone Number:_____

- Will there be live or amplified music in the Pavilion? ☐ Yes ☐ No

Vendor name: _____

Phone Number: _____

- Are you planning to use the A/V equipment? ☐ Yes ☐ No

TERMS AND CONDITIONS

Please initial next to the following to acknowledge you have read and understand the requirements:

____I am aware that I am the responsible party for this event with my name as the Primary Contact and agree to all Rental Procedures. If I am not going to be at the event, I will provide Kearney Park and Recreation with the the responsible contact.

____I am aware I am responsible for my own set-up and clean-up of the facility and that my rental time starts and ends at the times I have stated on the agreement. No rental will be allowed to go past 11:00pm. Clean up of the Pavilion, Patio & Grass Courtyard must be completed by that time (including any vendors) and to allow at least an hour for cleaning.

____I am aware that I cannot place any items in the facility prior to the event or leave any items in the building (unless renter has paid for the time). The City of Kearney is not responsible for items left in the building.

____I am aware that smoking, vaping, and animals (unless service animals) are not allowed in any indoor facility.

____I am aware that the Recreation Services Park Ambassador reserves the right to suspend any rental if alcohol is present without the appropriate approval and following the instructions on the Alcohol Addendum Form.

____I am aware when reserving the Gail & Michael Yanney Pavilion that there is not a key issued for the building. A Park Ambassador will be provided for the duration of rental. If any change in rental time is necessary, I must contact the Park and Recreation office at 308-237-4644 no less than two weeks prior to my event. I understand my request to adjust time might not be approved.

____I am aware there is a Cancellation Policy. The Kearney Park and Recreation office needs to be notified at 308-237-4644 to cancel reservation. No refunds are issued if less than a 30-day notice is given. If the notice is given 30-days or more, there is a $30 cancellation fee. I understand there is no refund due to inclement weather, unless an emergency weather alert is issued.

____I am aware that all youth groups must have approved number of adult sponsors present at all time. (typically 1-10 ratio is required). I am aware that selling of products (example: Pampered Chef, Tastefully Simple, Plexus, etc...) by an individual or private business is not allowed at any City Park or facility when the event is open to the public unless otherwise approved by the City of Kearney. If the event is not open to the public, then it is allowed.

____I am aware that no open flamed candles are allowed. Votive or floater candles, inside a vase, are allowed.

____I am aware that items may not be attached, by any means, to the painted walls, ceilings, floors, etc. Table decorations are allowed. I am aware that the use of glitter is prohibited.

____I am aware weather emergencies, health pandemic, or civil unrest may require the City of Kearney to terminate rentals with full refunds. I acknowledge the City of Kearney is not responsible for circumstances beyond its control such as bees, mosquitoes, inclement weather, vandalism, etc.

____I am aware that the Park Ambassador's number is 308-528-2583. This is the number to contact during my rental only.

____I am aware that linens, serving utensils, dish cloths/towels, coffee, etc. are not provided. Coffee packets may be purchased for $2.00 per packet.

____I am aware that chairs and tables cannot be removed from the Pavilion to be put on the patio, used in the grass Courtyard, or placed in a trailer. Renters are responsible for securing seating, tables, etc. for the grass courtyard from an outside vendor.

____I am aware if any tables or chairs are moved from their location inside the building, that I am responsible for moving the tables and chairs back to the original location after the event. Tables must be picked up to be moved with a minimum of 3 people in order to not damage the floor.

RENTAL PROCEDURES

Upon Arrival:

- A Park Ambassador will open the building for you. The Park Ambassador will lock the building after your event.
- If you find any damage upon arrival, or are experiencing any other issues, please inform the Park Ambassador on duty immediately. The Park Ambassador's number is 308-528-2583. If unable to reach the Park Ambassador, please call non-emergency at 308-237-2104.

Prior to Departure:

- Upon completion of your event, tables and chairs must be wiped down and put back in their original location. Break-down and clean-up is the renter's responsibility and must be completed by the ending time stated on your contract. Failure to do so can result in additional charges that will be billed accordingly. I understand an hour should be allocated for cleaning.
- Leave the building in as good or even better condition than when you found it. Other groups may be immediately utilizing the building after your departure. Basic cleaning supplies, vacuums, brooms etc. will be provided for you. Cleaning requirements include:
  a. Remove all decorations from the building.
  b. Remove all items from tables - center pieces, dinnerware, napkins/cups, table cloths.
  c. Wipe off tables, using WypAll towels and Lemon 4 Disinfectant as provided.
  d. Clean off chairs with a cloth, brush or small vacuum and stack chairs in groups of six next to tables.
  e. Move tables back to original location if moved. Moving tables requires 2-3 people. DO NOT SLIDE OR ROLL TABLES.
  f. Sweep/Dust mop the floors, after chairs have been cleaned and stacked.
  g. Mop the floor with hot water following the two-step process. Do not add any cleaner to the water.
  Step 1- Wet Mop: Using hot, clean water and mop head just slightly wrung out.
  Step 2 - Dry Mop: Using hot, clean water, place the mop head in the water and the thoroughly wring out to remove as much excess water as possible. Then "dry" mop the floor.
  h. Place six chairs back around the tables. Stack excess chairs on East side of room, unless otherwise instructed by the Building Ambassador.
  i. All tables and chairs must be placed back in their original locations.
  j. Remove all trash and take to outside bricked trash enclosure and replace liners in trash containers.
  k. Turn off warmers and coffee pots if used.
  l. Wipe down the kitchen counter tops and clean with stainless steel cleaner and microfiber cloth.
  m. Remove all food products and kitchenware in refrigerator, freezer, warmers, microwave and shelves that was brought in.
  n. Wipe down sinks, microwave, warmers, coffee machine and heat protector table toppers if used.
  o. Sweep and mop kitchen floor.
  p. Wipe down patio tables and empty patio trash containers and replace liners if patio was used.

In case you need to contact staff after business hours to cancel reservation due to weather or another last minute emergency, please contact 308-224-0335 or non-emergency at 308-237-2104. As per your agreement, there is no refund due to weather unless a weather emergency has been issued. If there is not staff at the building upon your arrival, please contact 308-224-0335 or non-emergency at 308-237-2104. During normal business hours, please call the Park and Recreation office at 308-237-4644, Monday-Thursday 7:30am-5:00pm and Friday 7:30am-12:00pm.

The applicant is the authorized agent of the group submitting this agreement. The applicant (and his/her organization if applicable) understands and agrees to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

Applicant's Signature: _____ Date: _____

KPR Approved by: _____ Date: _____

BUILDING AMMENITIES

- Event room– (2,669 sq. ft.), plus covered patio and grass courtyard (Courtyard is 100'x150' or 15,000 square feet).
- Catering kitchen – (240 sq. ft.) with 2-heated holding cabinets, commercial refrigerator/freezer, microwave, ice maker, coffee maker, three-compartment sink, handwashing sink, countertops and shelving.
- Changing room – (131 sq. ft.), with four make-up mirrors, dressing mirror, chairs, and sink.
- Projector, screens, indoor and patio sound system, Bluetooth, and WIFI.
- Sixteen - 60" round tables-(seats 8 people), four - 5' rectangle folding tables, two - 6' rectangle tables, and 160 chairs.
- Ten - 6' picnic tables (seats 6-8 people), two, 8' ADA picnic tables (seats 6-9 people) on covered patio.
- Total parking stalls 113: this includes 7 ADA parking stalls, and 2 catering parking stalls.
- Outside fire pit for warmth and ambience only. (no food can be cooked over fire).