



**City of Alliance Knight Museum and Sandhills Center  
Event Rental Policies and Contract**

Approved by Alliance City Council 4-22-10, Resolution No. 10-52

**Facility Rental Rates**

**Gallery (Capacity 100)**

**Social Events:** \$150 during normal business hours, \$200 after business hours.

**Business Events:** \$50 during normal business hours, \$150 after business hours.

**Banquet Room (Capacity 125)**

**Social Events:** \$150 during normal business hours, \$200 after business hours.

**Business Events:** \$50 during normal business hours, \$150 after business hours.

**Gallery & Banquet Room (Capacity 225)**

**Social Events:** \$200 during normal business hours, \$300 after business hours.

**Business Events:** \$75 during normal business hours, \$200 after business hours.

**Theater (Capacity 66)**

**Social Events:** \$50 during normal business hours, \$100 after business hours.

**Business Events:** \$25 during normal business hours, \$75 after business hours.

**Conference Room (Capacity 20)** Non-profit, civic, or educational events only: No charge. Available during normal business hours only.

**Kitchen:** \$100 per event.

**Catering Fee:** Prices vary upon meal provided.

**Coffee Service Only:** \$30.00/day

**A City employee will be present during all rentals.**

**Room Rental Deposit:** \$300 damage deposit is required at beginning of event. The deposit will be returned if, after inspection, the facility is determined to be clean and in satisfactory condition following the event. Additional costs for professional cleaning or damage repair will also be assessed to renter if required.

\_\_\_\_\_ Initial

**Kitchen Equipment Rental Rates**

<u>Item:</u>	<u>24 HR Rental Fee:</u>	<u>Replacement Fee:</u>	<u>Notes:</u>
9 oz chaffer	\$15	\$250/chaffer \$25/food pan	
Portable Bar	\$150	\$2500	(For museum events only)
Champagne Fountain	\$75	\$1500	
Bus Boy Stands/Trays	\$50 (set of 6)	\$22/stand & \$13/tray	
Champagne flutes	\$.75/each	\$6.50 each	
5 piece place setting	\$2.25/set or \$.60/ea. pc.	\$6.50/glassware \$4/plate & bowl	
4 piece silverware set	\$.75/set or \$.20/ea pc.	\$2.50 per utensil	

**Bundle options:**

A) Rental of all museum rooms offered (gallery, basement, theater & kitchen) with chaffers, bar, champagne fountain & flutes, dish & silverware sets \$1250.00

B) Dishes & Silverware full sets \$650.00 (\$100 savings)

City of Alliance ~ P.O. Box D ~ Alliance, NE 69301 ~ 308-762-2384



**Bundle options:**

- C) Rental of all museum rooms offered (gallery, basement, theater & kitchen) with chaffers, bar, champagne fountain & flutes, dish & silverware sets \$1250.00
- D) Dishes & Silverware full sets \$650.00 (\$100 savings)

**Equipment Rental Deposit:** \$250, minimum, or 25% total equipment rented, is required prior to rental. All articles will be returned to the museum clean and ready for storage. Failure to fully clean will result in loss of part or all of required damage deposit. **The Knight Museum and Sandhills Center does not provide presentation equipment or technical support. Please make arrangements to bring your own projector, laptop, speakers and appropriate cords. Projector screens are available.** \_\_\_\_\_ Initial

Museum facility will be rented on a first come, first served basis and will be confirmed upon reading and signing the policy agreement and payment of full rental fee at time of reservation. Deposit must be paid before beginning of event. Reservations will be taken up to one year in advance. 25% of rental rate will be charged for any reservation canceled within two weeks of event.

Hours: Events requiring museum to open other than normal operating hours will require management approval.

No museum furnishings, equipment, artifacts, displays, or property will be moved, tampered with or disturbed in any way. Tables, chairs and food service equipment directly related to event may be used.

Set-up, food storage and event preparation are not permitted outside of rental period.

No signs allowed in building interior or exterior without approval from museum management.

Nothing may be screwed, pinned, tacked, or applied with tape or adhesive to any door, wall or ceiling. If kitchen is used all dishes, utensils, sinks, coolers etc. must be absolutely clean and properly organized before deposit is returned.

**Every renter assumes all liability for activities and events.** The City will not assume or accept responsibility for damage to or loss of any merchandise or articles left in museum prior, during or following an event.

Hazardous materials, including, but not limited to paints, solvents, explosives are prohibited. No open flames are allowed in building.

Youth groups must have an adult sponsor; one adult for every ten young people must be in attendance at the event at all times.

Museum must not be used for product promotion or sale.

Alcoholic beverages permitted with management approval provided a caterer with a valid Nebraska liquor license, and \$1,000,000 liquor liability insurance, is hired to provide the alcoholic beverages. Caterer is responsible for obtaining and completing all paperwork required by City & State. Help sheet is available at City Hall, upon request. Also, caterer and renting party are responsible for monitoring of all laws, rules and regulations regarding alcohol consumption are adhered too. Example – Do not serve intoxicated individual, minors will not consume alcohol, etc.

Refreshments, catered meals or meals from kitchen may be served. Odorous foods must be avoided. Groups must furnish their own paper products and museum kitchen gear may be used, but be absolutely clean and returned to proper location after use.

Food and drinks must remain in rented area only. Be advised that kitchen use will require use of elevator. Setting up tables, chairs etc. is the responsibility of users and all items must be taken down and returned to proper locations or storage carts upon event completion.



The City reserves the right to deny use to any group for cause and to discontinue use of facility in case of inappropriate use or user behavior.

**Agreement and Payment:** This agreement states all policies are read, understood and agreed upon and will be confirmed upon signing the agreement and payment of the full rental fee at time reservation is made. Renters are responsible and liable for all activities and event participants. The City will have over two million dollars invested in displays and to protect these assets, the city requires you answer the following questions. Do you have homeowners insurance? \_\_\_\_\_

Who is your insurance agent? \_\_\_\_\_

**Signing this form also authorizes the city to contact your insurance agent to verify coverage.**

\_\_\_\_\_  
**Renters Signature:**

\_\_\_\_\_  
**Print Name:**

Organization:	Address/City/State/Zip:
Email Address:	Phone (work/home):
Date of Event:	Type of Event:
Event Time:	Room Reserved Time: (include set-up/tear-down)
Room(s) Requested:	Equipment Requested:
Additional Services Requested: (tax not included)	
<input type="checkbox"/> Catering Service \$ _____ per person    Guaranteed # _____ <input type="checkbox"/> Coffee Service _____	
Contract Amount:	Date Contract Paid:
Date Deposit Paid:	Date Deposit Returned & signature:



**Knight Museum & Sandhills Center Rental/Catering Request Breakdown**

**Date(s) Requested:**

**Catering Service Requested:** \$\_\_\_\_\_ *per person/per day/24 minimum*

**Menu:**

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# \_\_\_\_\_ *served*

**Catering Total:** \$ \_\_\_\_\_

**Room(s) Requested:**

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\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Room Total:** \$ \_\_\_\_\_

**Equipment Requested:**

**Quantity:**

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\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Equipment Total:**

**Grand Total Due:** \$ \_\_\_\_\_

**Deposit Due:** \$ \_\_\_\_\_