



EVENT CENTER RENTAL AGREEMENT

This Rental Agreement (“the Agreement”) is between North Shore Life, LLC, 70738 Lakeview Republican City, Nebraska 68971 (the “Event Center”) and (the “Renter”),
 _____, for the rental of the large space at the Event Center.

EVENT DETAILS

Organization/Event Name: _____

Phone: _____ Address: _____

Contact Person: _____ Email: _____

Event Date Requested: Mon / Tues / Wed / Thurs / Fri / Sat / Sun _____

Name of Event: _____ Public or Private? _____

Event Start Time: _____ Event Set-up will begin: _____

Event End Time: _____ Clean-up will end at: _____

Anticipated Attendance: _____ Capacity: 32-80 (Max 100)

of Chairs Needed: _____ # of Round Tables (seat 8): _____

RATES:

Fees:	Description: PLEASE CALL FOR ANY QUESTIONS 308-799-2315
Reservation Fee: \$50	Fee for confirmation of reservation. Payable by phone or online.
2 Hour Base Fee: \$275	Covers first 2 hours of space rental. Any event lasting less than 2 hours will still be billed this same base fee. This fee also covers basic setup and cleanup.
Add'l Hour(s): \$100	Assessed for each additional hour beyond the base 2 hour amount. Event setup and cleanup time is considered part of the event, and will be billed as such.
Outside Caterer: \$50	Catering through preferred vendors is a separate agreement. The use of any other caterer will make the renter responsible for this fee.
Linens: \$40	Basic Linens such as tablecloths are available with prior notification
AV/Equipment: \$25	AV and other equipment including microphones, speakers, etc. Are available with prior notification
Add'l Setup: \$50	Any event requiring more intensive cleanup and/or setup may be subject to extra fee, to be determined depending on the extent of the cleanup/setup.
Deposit: \$100	Please see below for full details

Reservation Policy: A nonrefundable Fifty Dollar (\$50.00) fee is required to reserve a reservation for the desired date and time of event.

Deposit & Refund Policy: A refundable One Hundred Dollar (\$100.00) security deposit is required at the time the rental agreement is signed and delivered 30 days prior to rental date. If the agreement is signed and delivered 30 days prior to rental date the base fee of Two Hundred Seventy-Five Dollars (\$275.00) + total requested hours of rental space will be payable 30 days prior to the time the Agreement is signed. In the case of cancellations within outlined dates there will be no refunds assessed. Specifically, no refunds of the \$100.00 security deposit will be given upon cancellation within 30 days of the event date. No refunds of the \$275 base fee will be administered within 30 days of cancellation of the event date.

No refunds of any type will be given if the Agreement is terminated by actions of persons attending the Event or by actions of Renter, their agents, servants or employees. In the event that at any time after the signing of this Agreement, and before or during the time the space is rented, the Event Center or North Shore Marina be materially hampered, interrupted or interfered with in the carrying out or completion of this Agreement by reason of fire, casualty, black-out, strike, unavoidable accident, riot, war, act of God or any local or national emergency or unusual condition or any other cause of the same or similar kind, then in the event, this Agreement, at the option of the Event Center or North Shore Marina, shall become null and void and Renter(s) shall not be entitled to any use of said space. The rental fee and security deposit shall be returned within fifteen (15) days subsequent to any of the aforementioned events.

***All trash and personal items must be removed or additional cleaning fees will be applied.**

***Must be reserved at least 1-week in advance**

***Customer must remove all personal items and decorations**

***Customer must provide cups ice, dinner ware, silver ware, and any other needs for event**

***Free Set-Up Day if the facility is not rented the day before the event. To secure a Set-Up day Monday through Thursday Charge would be \$50. Set-Up days are not available Friday, Saturday, or Sunday unless full rate is paid.**

Cancellation: All payments made up to 30 days before the date of the event shall be refunded except the deposit described above shall not be refunded. Notice of cancellation shall be completed no less than 30 days prior to the event.

Client Initials: _____

Hours of Operation: Events may not last beyond 10pm on Friday/Saturday and 8pm Sunday-Thursday without prior written approval from the Event Center staff. There shall be a deadline of 30 minutes for cleanup after those times. Clients shall be charged an additional \$75 per hour for each additional hour the event or clean-up times goes beyond the appropriated deadline. Client is responsible for making sure guests leave the building at a reasonable time in order for Client to finish cleanup of their belongings before said deadline.

Alcohol: The Event Center shall abide by all laws of the State of Nebraska concerning the use and serving of alcohol. Each Client wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in Event Center facilities...

- The Event Center does not allow any outside alcohol catering/for sale to be brought into the facilities or on the grounds.

- The Event Center does not allow any drinks to be taken outside of the building premises or into the parking lot.
- Any Client or guest that brings in drinks or who is caught drinking in the parking lot will be asked to leave and Client may be charged a \$250.00 fee for each guest caught doing so.
- Event Center staff or bar staff is authorized to cease sales and/or service of alcohol if alcohol consumption becomes a dangerous situation and/or is the cause of damage to the property or injury to persons. Any determination of a dangerous situation or cause of damage to the property shall be at the sole discretion of Event Center staff.

If the client wishes to serve alcohol free of charge to attendees of the event or gathering it would be their responsibility to make sure it is served to 21 years or older and to make sure that no open containers are carried outside of the Event Center and Event Center Deck. Depending on the type of event and number of people attending will determine whether a security guard is required. This will be at the discretion of the Event Center Staff.

Alcohol will not be served at the Event _____

Alcohol will be served at the Event _____

BY INITIALING BELOW, CLIENT ACKNOWLEDGES THAT CLIENT UNDERSTANDS AND AGREES TO THE POLICIES AND PROCEDURES REGARDING ALCOHOLIC BEVERAGES.

Client Initials: _____

Catering: If Food and Beverage Catering is needed North Shore Marina will be willing to provide a separate quote for such services. This would need to be done at least 30 days in advance to make sure the proper preparations can be made. If an outside cater would be used, all caterers working the Event Center are required to have a valid Certificate of Insurance and a Credit Card on file with Event Center staff.

Client will not require food services _____ Client will require food services _____
 Caterer for the Event _____

Client Initials: _____

Seating & Seating Arrangements: The maximum seating capacity for the space is 100 persons. No exceptions can or will be made. Seating arrangements will be finalized with Renter, two (2) weeks prior to the event.

Entertainment: If it is desired to hire entertainment vendors such as musicians, bands, DJ's or other for the event, the entertainment must be approved by North Shore Marina Event Staff prior to the event. Entertainment vendors may be required to have a valid Certificate of Insurance and a Credit Card on file with the Event staff. Given the nature of the Event Center and its location, it may become necessary to institute a noise policy. If a noise policy becomes necessary at the discretion of the Event Center Staff, notice of the noise policy will be given in writing before or during the event and the policy shall become part of this agreement.

Client will not require entertainment services _____

Client will require entertainment services_____

Entertainment Provider for the Event_____

Client Initials:_____

Decorating Guidelines: Lighted candles must be in glass containers, such as votive lights or hurricane lamps. Glitter, rice, confetti, birdseed or any other like materials are NOT permitted. Only table decorations or free standing decorations are permitted. Absolutely no nails, hooks, pins, tape or glue are permitted on any surface. No streamers or other devices may be hung from the structure of the building, except those items that are temporarily tied to railings, fences, etc., and only with the expressed consent of the Community Center manager. No bubbles or bubble machines are permitted. Renter is required to remove and properly dispose of all decorations. The cost to clean and/or repair will be charged to your credit card on file. By initialing the line below, Client approves said charges to be applied to the supplied credit card on file. Deep Cleaning: Event Center will perform deep cleaning, such as mopping and final wipe down of surfaces. **Client must remove anything brought to the facility by Client, Guests, or hired vendors.**

Client Initials:_____

Parking Requirements: Parking shall be in the North Shore Marina parking lots. Clients should park mainly in front of the Event Center. Additional parking is available in the parking lot in front of the Marina. Parking directly in front of the Marina Store is prohibited as to allow parking for Marina Store Customers. Alcoholic beverages in the parking lot are prohibited.

Misc. Policies:

- No animals, except service animals, may be brought onto the premises
- Client and Client's guests are restricted to the rented area.
- The Event Center will not be responsible for any items left behind, before, during or after the Event.
- Event Center staff may enter any part of the facility at any time, including during the Event.
- Event Center reserves the right to take photographs of any Event for its own records and future use.
- Client agrees not to exceed the facility occupancy. The maximum facility occupancy is 100.
- Everyone must follow the smoking policy. No smoking is allowed inside the facility. Smoking is only allowed outside.
- All notices required or permitted under this Agreement may be given to a party in writing either personally or by certified mail, postage prepaid, addressed to such party at the address herein or at such other address as one party may from time to time notify the other in writing.
- Client acknowledges that the Restrooms for the Event Center are located in the Laundry Area of the facility and there may or may not be people using the Laundry Facility from 8am to 8pm.
- The Client must be 21 years or older to rent the facility

If notice is intended for Client, notice shall be sent to the Client's address as listed on this agreement.

If notice is intended for Event Center, notices shall be sent to:

North Shore Marina Event Center
70738 Lake View
Republican City, NE 68971

Loss, Theft, or Injury: Event Center is not responsible for any damage, loss, or theft of any equipment or other items of any kind, used by clients before, during, or after the event or any items left by the Clients whether or not related to the Event. Event Center is not responsible for injury or death of Client, guests of client, agents of client, contractors of client, or any other person or entity associated to Client in any way whatsoever whether or not caused by the negligence or gross negligence of Event Center or its agents, employees, affiliates or any other person or entity associated with Event Center in any way whatsoever, whether injured before, during, or after the event. Event Center may not carry insurance for injury, damage, or other harm caused or sustained during the event. Client shall indemnify, hold harmless, and defend Event Center for any claim made against Event Center for any damage, loss, or theft of any equipment or other items of whatever kind, used by clients during the event or any items left by the Clients whether or not related to the event. Client shall identify, hold harmless, and defend Event Center for any claim made against Event Center for injury or death of Client, guests of client, agents of client, contractors of client, or any other person or entity related to Client in any way whatsoever whether or not caused by the negligence or gross negligence of Event Center or its agents, employees, affiliates, or any other person or entity related to Event Center in any way whatsoever. Client shall advise Event Center staff at least 2 weeks in advance of table and chairs layout, need for tablecloths, and any other needs that would be required of North Shore Marina staff.

ATTORNEY FEES

If at any time it becomes necessary for Event Center to hire an attorney or attorneys to enforce any part, provision, or section of this Agreement, Client shall be responsible for any and all reasonable attorney fees incurred by the Event Center.

ANCILLARY AGREEMENTS

Any special provisions that are required to be evidenced by a signed writing are hereby referenced and incorporated into this Agreement

ENTIRE AGREEMENT

This Agreement and any of its ancillary agreements referred to herein shall constitute the entire agreement. Client acknowledges and agrees that verbal representations of any kind shall not be part of this Agreement and are not binding on either party.

ACKNOWLEDGEMENT

By signing below, Client acknowledges that Client has read, understands, and agrees to comply with all terms, conditions, and provisions herein.

Client

**North Shore Life, LLC d/b/a
North Shore Marina**

Signature

Signature

By _____
Printed Name of Signor

By: _____
Printed Name of Signor

Organization/Company

Date: _____

Date: _____

Credit Card on File

Name on CC _____

CC# _____ EXP _____ ID _____