

**Village of Bee  
Bee States Ballroom Rental Contract**

Date of Event: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: home: \_\_\_\_\_ Cell: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Rent amount is \$250.00 and \$50.00 for each additional day. (The additional day fee will only be charged if another party wishes to rent the building during a day before or after your event date and you would like us to hold the day for your set up/clean up).

**Make rent check out to Village of Bee for \$250.00**

**Make deposit check out to Bee Fire Department for \$250.00**

**RENTAL CONDITIONS AND RESPONSIBILITIES**

1. The Ballroom shall be left the way you found it. The Fire Dept. will mop the floor and vacuum behind the counter. Renter will wipe up all spills including drinks and food.
2. Tables will be wiped clean and chairs placed on top.
3. As renter, you are required to put all paper and garbage in the trash and empty all trash cans (including bathrooms) and replace all liners. Take trash out to dumpster provided. All kitchen and bar areas should be wiped clean. If the Fire Dept. is running the bar they will take care of cleaning the bar area.
4. Remove all decorations and remove all tape. Thumb tacks, nails and staples are NOT allowed.
5. Helium filled balloons are NOT allowed.
6. The renter shall hold harmless the Village of Bee from all liability for injury or death or loss of or damage to any person or property that occurs during, or as a result of, the use of the facilities by the renter, and shall indemnify the Village of Bee for all expense it may incur as a result of claims or demands by anyone resulting from the use of the Bee States Ballroom by the renter.
7. Renter, by the signing of this contract gives their permission/consent to the entry at any time by law enforcement officials or Village of Bee representatives.
8. Renter agrees to general liability insurance for the scheduled event with limits of no less than \$5000, 000.00 per occurrence and \$5,000.00 medical payment per occurrence under the existing commercial general liability, home owners, or farm owners' coverage of renter naming the Village of Bee as an "Additional Insured" under such policy of

insurance. Proof of coverage must be provided prior to signing the rental contract. Coverage must be validated 10 days prior to the event date.

9. The renter hereby agrees to pay for any and all damage, breakage, or theft that occurs as a result of negligence to misuse of the premises by the renter. DO NOT SIT ON THE TABLES. If a table is broken at your event you will be charged accordingly.
10. If the Fire Dept. provides the Bar, a \$500 minimum in sales will be required. Should we fall short of this amount it will be made up by the party renting the Ballroom.
11. Key can be picked up from Milo Navratil, 305 3<sup>rd</sup> Street, Bee, NE. 643-2189.
12. Payment for rent and deposit must be received before you will be given the key.
13. THE RENTER SHALL NOT USE THE PREMISES IN VIOLATION OF ANY FEDERAL, STATE LAW OR VILLAGE ORDINANCE OR FIRE REGULATION.

We have read the above Conditions and Responsibilities and agree to follow it as stated (\_\_\_\_\_).

\_\_\_\_\_  
Signature of Renter/Renters

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bee Ballroom Representative

\_\_\_\_\_  
Date

### **Checklist for Bee States Ballroom Building Rental**

(Record date)

- \_\_\_\_\_ Rental Contract Signed. Contract must be signed before event dates are reserved.
- \_\_\_\_\_ Insurance Binder. Village of Bee needs to be listed as “Additional Insured” for the dates that the building is being rented. Can be listed on Homeowners policy.
- \_\_\_\_\_ Rental payment received. Rent and deposit required before getting the key.
- \_\_\_\_\_ Deposit payment received. Rent and deposit required before getting the key.
- \_\_\_\_\_ Key Issued. Key can be picked up from Milo at 305 3<sup>rd</sup> Street in Bee.
- \_\_\_\_\_ Key Returned. Key must be returned to Milo after the final date of event. You must make arrangements with Milo regarding the approximate time.
- \_\_\_\_\_ Damage/Clean Up Deposit Returned. Damage deposit will be returned within two weeks following the event after damage inspection is complete.