

RULES AND REGULATIONS

If alcoholic beverages are served on the premises, alcoholic beverages must be ordered through Nightlife Concepts, Inc., (Cunningham's).

Contact information: Cunningham's Journal 15 W 23rd Kearney, NE 68847 Telephone Number: (402)730-5577

Contact Name: Yosef Ghamedi or email: hams catering@gmail.com

You will need to make arrangements for this service directly with this company.

1. The Buffalo County Extension does not carry insurance for the protection of the renters or those using the building, and is not responsible for lost or stolen items. Prior to possession, LESSEE SHALL BE REQUIRED TO PROVIDE LIABILITY CERTIFICATION OF INSURANCE COVERAGE OF NOT LESS THAN \$500,000.00 TO READ "BUFFALO COUNTY AND BUFFALO COUNTY EXTENSION AS ADDITIONAL INSURED."S."
2. If alcohol is served, and/or there is a dance, a security fee will be charged and Buffalo County will hire the security. Lessee will pay for security at the end of the event.
3. Buffalo County reserves the right to refuse rental or scheduling to any group, organization or business, which fails to provide necessary control or policing of facilities. All youth groups must have adult sponsors present.
4. All rental fees are payable in advance. Checks should be made payable to the Buffalo County Treasurer.
5. Any and all damages to premises or breakage of equipment by scheduling group or attendees will be paid for by the scheduling group.
6. It is specifically understood that the scheduling group shall not assign this lease, nor sub-let, nor permit any other person or persons to occupy the space rented.
7. The scheduling group shall under no circumstances make any alterations or modifications to the rented area without the written consent of the Buffalo County Extension.
8. Preference on scheduling will be on a first come, first served basis. Dates for over one year in advance may not be confirmed, but may be requested prior to that time.
9. No event will be considered scheduled until a non-refundable deposit equal to 50% of the rental fee has been received along with this form completed and returned to the Buffalo County Extension Service. Canceling or changing dates is grounds for forfeiture of deposit.
10. Supervisory personnel will be present for all occasions from ½ hour prior to and ½ hour following the use or vacating of the building. This includes all dances, all functions with alcohol and all functions with extremely large attendance. You will be charged in advance for ½ hour before and ½ after. If there are any variations from these times, a fee will be adjusted accordingly.
11. Additional charges will be added, if applicable; (i.e., loss of building key - \$200).
12. Janitorial charges will be added, if applicable. SET-UP AND CLEAN-UP are to be within the time you have the building scheduled. NOTHING SHOULD BE LEFT IN THE BUILDING AFTER SCHEDULED TIME. Tables and chairs must be cleaned and stacked on carts PROPERLY. NOTE: Set-up will be allowed the night before IF and only if the room is not in use at that time. However, to guarantee early set-up time or to start before 5:00 pm will require full rental charges. This early set-up does NOT allow your function to begin early. There is no night-before set-up allowed in Meeting Room. If you choose to utilize janitorial services, we will charge for 2 hours. If you do not use this service for the full 2 hours, we will refund the difference, but if you use this service longer than 2 hours, we will bill you for the additional fee. This fee for 2 hours is payable in advance.
13. Rental fees are for the use of building and supplies, utilities, management, and for normal maintenance and scheduling, and do NOT include set-up and clean-up. You should sweep after use and mop spilled areas. Alcoholic or soft drink spills need to be mopped and cleaned to remove as much residue as possible. Janitorial set-up and clean-up can be arranged for in advance for a fee.
14. No straw, hay or other excessive dust-causing materials will be allowed in the building.
15. Dancing is allowed in Exhibit Hall only (not on tiled floor in Meeting Room).
16. Use only the room(s) you have reserved. You will be charged for using or occupying additional non-rented room and/or equipment.
17. No smoking is allowed inside the extension building
18. There will be a three-day business day wait for a security deposit, if returned to the renter.
19. Stack all chairs and tables in the proper manner. All tables should face with the tops down and all chairs should be facing the same way. You may be charged for extra time needed to stack everything properly.
20. You will also be charged extra for floor cleanup of food and drink spills if you do NOT clean to original condition.
21. Do not store tables and chairs racks in other room you have not rented. The room may be rented by someone the following day. Do not take tables from other rooms that you have not rented.
22. Rooms rented need to be cleaned the night of the event.
When using the kitchen area, do not put hot plates on the counter tops or table tops without protection underneath. Please clean up spills on the stove and ovens and inside the refrigerator. Take all food that belongs to you.
23. Pick up trash outside before leaving.
24. Please tidy up the bathrooms.

HOLD HARMLESS CLAUSE:

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 the leased premises hereunder.