

**Village of Bee**  
**Bee States Ballroom Rental Contract**  
Mail to: Village Clerk, PO Box 27, Bee, NE 68314

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

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

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

Renter email: \_\_\_\_\_

**Date of Event:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**\*\* NOTE:** All dates for set up, clean up or the event itself must be included in the contract. The facilities are NOT rented on an hourly basis. The minimum rental contract is 1 day.

**Additional Dates Needed:** \_\_\_\_\_

\_\_\_\_\_(initials) I agree that I have listed all dates needed for my event. If at any point, renter chooses to rent additional days, the renter is required to amend the contract with the proper days. Additional Days are charged at a rate of \$50.00 per day. The day immediately prior to the date of the event is provided at no charge as a set up date.

**Purpose of Rental (please mark the appropriate purpose of rental):**

\_\_\_\_\_ Wedding Reception (Name of Bride and Groom): \_\_\_\_\_

\_\_\_\_\_ Graduation Reception (Name of Graduate): \_\_\_\_\_

\_\_\_\_\_ Benefit      \_\_\_\_\_ Gala      \_\_\_\_\_ Banquet      \_\_\_\_\_ Family Reunion

\_\_\_\_\_ Meeting      \_\_\_\_\_ Other (Explain): \_\_\_\_\_

Rent amount is \$400.00 plus any additional days. One set up day is included.

**Make rent check out to Village of Bee for \$\_\_\_\_\_.00 for \_\_\_\_\_ days rent.**

**Make deposit check out to Village of Bee for \$250.00** Deposit will be returned unless cleaning is not done to our satisfaction or there is damage caused by your event.

**Entire rent amount and deposit is required no less than one week prior to your event.**

Alcohol Consumption: Yes: \_\_\_\_\_ No: \_\_\_\_\_ A liquor license is required if people will pay for drinks. Free drinks do not require a liquor license. Kegs are not allowed in the Ballroom. All Nebraska laws relating to alcohol must be followed.

\_\_\_\_\_(initials) I understand that the Village of Bee requires that I have them listed as "Additional Insured" for all dates of the event. An Insurance Certificate needs to be emailed to villageofbee@hotmail.com or mailed to Village Clerk, Village of Bee, PO box 27, Bee, NE 68314.

**RENTAL CONDITIONS AND RESPONSIBILITIES**

1. The Ballroom shall be left the way you found it. Renter must mop the floor and vacuum behind the counter/bar and 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. Garbage can liners are provided. 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. Do not use tape on the floor.
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 \$500,000.00 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. To pick up the key – make arrangements with our village clerk at 643-6247.
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. Please make arrangements with our village clerk.
- \_\_\_\_\_ Key Returned. Key must be returned to Village Clerk the next day after the date of event. You must make arrangements 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.