



STERLING COMMUNITY BUILDING RENTAL CONTRACT

Lessor: Sterling Community Association (also known as SCA)

Renter/Lessee Name(s): _____

Renter Phone Number(s): _____

Renter Email(s): _____

Date of Event: _____ Time of Day Needed: _____

Additional Dates Needed: _____ Or NONE OTHER

(If at any point after signing the contract, the renter chooses to rent additional days, the renter is required to amend the contract and additional date(s) will be subject to availability)

Purpose of Rental: _____

Number of Guests Expected: _____

Alcohol Consumption: Yes / No (select one)

Event Type: Public Event / Private Event (select one)

RENTAL FEE AND SECURITY DEPOSIT:

The rental fee is \$_____. The balance is due no later than 60 days prior to the event.

Refer to list of rental fees on page 2 and circle your rental choice

In addition to the Rental Fee, a **\$200** Damage/Cleaning Deposit is required.

(PAYMENT: Preferred payment is 2 separate checks so the \$200 Security Deposit can be shred/voided upon satisfactory building inspection after event)

CONFIRMED BOOKING:

Signed Contract and Security Deposit are required to be turned in, in order for your event date to be confirmed and booked. The contract can be submitted in the following ways:

- **Mailed:** Sterling Community Association P.O. Box 2, Sterling, NE 68443
- **Emailed:** sterlingcommunityassoc@gmail.com
- **Dropped Off:** Mandy Goracke at FirstBank of Nebraska, Sterling 402-866-4191

For additional information about our community building, please refer to www.sterlingne.com and click on the Community Building tab. You can also check out our Facebook Page to stay up to date with current events at: *Sterling Community Association*

Many community members have worked countless hours and generously donated funds so that we may have a facility we can be proud of. Please take special care to follow these attached guidelines so our facility remains clean and in excellent condition for years to come.

Thank You for your Cooperation!

I / We have read the attached rental conditions and agree to follow it as stated.

Signature of Renter/Renters Date

Signature of Sterling Community Association Representative Date

RENTAL RATES:

Entire Building	Conference Room Only
Full Day Rental	Without Kitchen
Monday – Thursday \$150	Monday - Sunday \$25
Friday – Sunday \$300	
Half Days Rental (generally scheduled before or after 2pm)	With Kitchen
Monday - Thursday \$100	Monday - Sunday \$50
Friday - Sunday \$150	
Hourly Rentals (4-hours max)	
<small>*subject to cancellation by SCA if a 1/2 day or full day event is booked*</small>	
Monday - Sunday \$25/hour	

OFFICE USE ONLY:

\$_____ Total Amount Due for Rental

Initial Rental Fee Received of \$_____ (Bank/Ck # _____)

Final Rental Fee Received of \$_____ (If Applicable) (Bank/Ck # _____)

_____ \$200 Security Deposit Received (Bank/Ck # _____)

_____ Liquor License / Alcohol Vendor (if applicable)

_____ Insurance Certificate for “Additional Insured” (if applicable)

_____ After the Event -- \$200 Security Deposit: Returned / Retained

Sterling Community Building - RENTAL CONDITIONS:

1. The renter shall hold harmless the Sterling Community Association (SCA) and The Village of Sterling 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 Sterling Community Association and The Village of Sterling for all expense it may incur as a result of claims or demands by anyone resulting from the use of the above listed facility by the renter.
2. For parties over 75 guests renter agrees to provide general liability insurance also known as Special Event 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. This can be listed under an existing commercial general liability, homeowners, or farm owner's coverage of the Renter, naming the Sterling Community Association as an "Additional Insured" under such policy of insurance. Because you are holding the SCA and Village of Sterling harmless, this event liability insurance protects the renter in the event of an accident that injures people or damages property. Proof of coverage must be provided a minimum of 15 days prior to the event.
3. No refund of rental fee if cancellation is 30 days or less prior to rental date.
4. Decorations – Please do not use tape on the walls and tape on the floor must be blue/yellow painters tape only. Nothing should be hung from the walls, only free standing decorations can be used.
5. Keys are to be dispersed at 8:00 a.m. on the morning of the event date unless exceptions have been made prior to the event. If rented all evening, all renters and their guests must vacate the premises by 1:30 a.m.
6. Renters by the signing of this contract give their permission/consent to the entry at any time by law enforcement officials, SCA members or Village of Sterling representatives.
7. The renter hereby agrees to pay for any and all damage, breakage, or theft that occurs as a result of negligence or 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. Renter is responsible for any dollar amount of repairs exceeding any deposit that was paid.
8. The basketball hoops are NOT to be moved by anyone other than approved board representatives. If you would like these moved for your event, you will need to coordinate with the Sterling Community Association.
9. Renter shall remove all personal items at the end of the night unless prior arrangements have been made with the SCA.
10. Renter is responsible for setting up and taking down all tables and chairs.
11. **Please review the clean-up checklist prior to leaving the building.** As the renter, you are required to put all kitchen and bathroom trash in the dumpster behind the building. All boxes must be broken down flat before placing them in the dumpster. All kitchen areas should be wiped clean and all floors should be swept. Our staff will clean the restrooms and care for the mopping of the floors.
12. If cleanup is not completed to the satisfaction of the SCA, your deposit will not be returned and will be used to pay for a cleaning service.
13. **THE RENTER SHALL NOT USE THE PREMISES IN VIOLATION OF ANY FEDERAL, STATE LAW OR CITY ORDINANCE OR FIRE REGULATION.**

ADDITIONAL RENTAL CONDITIONS FOR EVENTS INVOLVING ALCOHOL:

14. Renter agrees to abide by all statutes of the State of Nebraska and rules and regulations of the Nebraska Liquor Control Commission regulating the sale, serving, or consumption of alcoholic beverages. The sale of alcohol requires the event to acquire a liquor license or liquor vendor in compliance with the State of Nebraska.
15. Renters who have obtained permission by the SCA to consume alcohol on the premises must cease consumption at 12:30 a.m. No alcohol shall be consumed outside the building during the event. The renters and/or their liquor service contractor shall be responsible for monitoring all alcohol consumption. All open containers of alcohol must be disposed of by 1:00 a.m. If the event is open to the public (not a private event) and more than 50% of guests at an event are under the age of 21 and alcohol is being served, the renter must provide their own security for the day of the event to ensure that minors are not consuming alcohol.
16. If the event will be open to the general public and alcohol is being served, the renter shall be required to hire someone possessing a Class K license (catering license) to cater alcoholic beverages for the event and the person holding the Class K shall be required to follow laws requiring application for and obtaining a Special Designated License (SDL) for the event from the Nebraska Liquor Control Commission.
17. Regarding Private Events - Renter acknowledges they will post signs on the entry doors stating the event is closed to the general public and is only open to invited guests and only allows entry for those invited. Renter will only allow invited guests who are 21 years of age and older to consume alcoholic beverages. If plans change from being a private event and the event becomes open to the general public, Renter is required by law to have the alcoholic beverages catered by an individual holding a Class K catering license who has obtained a Special Designated License (SDL) for the event.