



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**

(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 *(circle one)*

Event Type: Public Event / Private Event *(circle one)*

RENTAL FEE AND SECURITY DEPOSIT:

The rental fee is \$_____. The balance is due no later than 60 days prior to the event.
Refer list of rental fees on last page and circle your choice

In addition to the Rental Fee, a \$200 Security Deposit is required.

(PAYMENT: Preferred payment is 2 separate checks so the \$200 Security Deposit can be void upon satisfactory building inspection)

Please Note: Signed Contract and Security Deposit are required to be turned in to Marissa Lempka or Julie Saathoff in order for your event to be booked. The contract can also be mailed to:
Sterling Community Association P.O. Box 2, Sterling, NE 68443;

Or emailed to: sterlingcommunityassoc@gmail.com

Contact Information: Marissa: (308)645-7089 Julie: (402)239-2467

For additional information please refer to www.sterlingne.com and click on the Community Building tab.

RENTAL CONDITIONS:

1. For parties over 75 guests 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, homeowners, or farm owners' coverage of Renter naming the Sterling Community Association as an "Additional Insured" under such policy of insurance. **Proof of coverage must be provided a minimum of 15 days prior to the event.** Your agent can email liability binder to: sterlingcommunityassoc@gmail.com
**** Name/Contact for Insurance Agent:** _____
2. No refund of rental fee if cancellation is 30 days or less prior to rental date.
3. All decorations must be approved by the SCA. No tape shall be used above the ten foot line on any wall and tape on the floor must be blue/yellow painters tape only. Nothing can be hung from the walls, only free standing decorations can be used.
4. The renter shall hold harmless the Sterling Community Association 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.
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. All renters 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 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. Renter is responsible for any dollar amount of repairs exceeding the deposit.
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 Marissa Lempka or Julie Saathoff.
9. Renter shall remove all personal items at the end of the night unless prior arrangements have been made with the SCA board.
10. As renter, you are required to put all paper and garbage in the disposal provided. 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. All boxes must be broken down flat before placing them in the disposal area. Renter is responsible for setting up and taking down all tables and chairs. Please review the clean-up checklist prior to leaving the building.
11. If cleanup is not completed to the satisfaction of the SCA, your deposit will not be returned to pay for a cleaning service. If you do not wish to clean up, you can forfeit your deposit and the SCA will hire a cleaning service on your behalf.
12. **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:

13. 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.
14. 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 and the renters 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 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. Additionally, Renter shall pay charges for special security if such is deemed necessary by the SCA.
15. If the event will be open to the general public, the Renter shall be required to hire someone possessing a Class K (catering license) to cater alcoholic beverages for the event and the person holding the Class K shall be required to apply for and obtain a Special Designated License for the event from the Nebraska Liquor Control Commission.
16. 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 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.

Initials: _____

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 guidelines so our facility remains clean and in excellent condition for years to come.

Thank You for your Cooperation!

I/we have read the above policy and agree to follow it as stated.

Signature of Renter/Renters

Date

Signature of Sterling Community Association Representative

Date

RENTAL RATES:

Entire Building

Full 'Single-Day' Rental	
Monday – Thursday	\$200
Friday – Sunday	\$500

'Multiple-Day' Weekend Packages	
Whole Weekend (Friday 8am to Sunday 4pm)	\$1000 (Save \$500)
Partial Weekend (2 Full Consecutive Days - You choose Fri/Sat/Sun)	\$850 (Save \$150)

Half Days Rental (generally scheduled before or after 2pm)	
Monday - Thursday	\$100
Friday - Sunday	\$150

Hourly Rentals (4-hours max)	
<i>*subject to cancellation by SCA if a 1/2 day or full day event is booked*</i>	
Monday - Sunday	\$25/hour

Conference Room Only

Without Kitchen	
Monday - Sunday	\$25

With Kitchen	
Monday - Sunday	\$50

OFFICE USE ONLY:

\$ _____ Total Amount Due for Rental
 Initial Rental Fee Received of \$ _____ (Ck # _____)
 Final Rental Fee Received of \$ _____ (If Applicable) (Ck # _____)

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

_____ Liquor License / Alcohol Vendor (if applicable)

_____ Insurance Certificate for "Additional Insured" (if applicable)

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