



*Kearney, Nebraska*

3060 East 1st Street – Kearney, NE 68847 – 308.237.1000  
www.archway.org

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The following information is requested to assist in the review and consideration of your request to rent at The Archway. The accuracy and completeness of this application is very important. Be as detailed and specific as possible. All requests are on a first-come, first-serve basis and no date will be reserved until The Archway approves the rental requests. There is no binding commitment until a Rental Agreement has been signed and fees are collected.

### 1. Venue Requested

- Event Room @ \$125.00 for 2 hour minimum + \$50.00 each additional hour + 7% tax
- Meeting Room @ \$75.00 per day + 7% tax
- Outdoor Grounds @ \$200.00 per day + 7% tax
- Archway Shelter @ \$60.00 per day + 7% tax

### 2. Primary Contact and/or Organization

Contact Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### 3. Event Type

- Family Gathering
- Business Meeting
- Class/Seminar/Workshop
- Other: \_\_\_\_\_

Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_

Time (includes set up and clean up): From \_\_\_\_\_ to \_\_\_\_\_ Total time: \_\_\_\_\_ hours  
(Fee based on total time of rental)

Requested Number of Show Tickets @ \$9.00 + tax: \_\_\_\_\_  
(Prior arrangements are required)

#### 4. Event Specifications for Event Room and Meeting Room

Please fill in and mark the spots below to the best of your ability to help The Archway be prepared to make your event a success. The more accurate and detailed your responses, the better we can assist you.

Tables and Chairs-150 person occupancy (*Platte River Room only*)

\_\_\_\_\_ number of round tables set up  
\_\_\_\_\_ number of chairs set up  
\_\_\_\_\_ number of chairs set up at each table

Table Linens and Linen Napkins @ **\$8.00 per table** (*Platte River Room only*)

\_\_\_\_\_ number of table linens  
\_\_\_\_\_ color of table linens (options: white, black, or red)  
\_\_\_\_\_ number of linen napkins  
\_\_\_\_\_ color of napkins (options: white, black, grey, red, navy, burgundy, forest green)

Tables and Chairs-35 person occupancy (*Meeting Room only*)

\_\_\_\_\_ number of classroom rectangle tables set up  
\_\_\_\_\_ number of chairs set up

Microphone and Sound System @ **\$5.00 per event**

- Yes
- No

8 foot x 4 foot raised stage @ **\$30.00 per event**

- Yes
- No

Is your event open to the public?

- Yes
- No

Will there be live or amplified music?

- Yes
- No

Will you be decorating the facility? (*Restrictions may apply*)

- Yes
- No

Please be specific on how you would like the room arranged with requested amenities.

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## Terms and Conditions

Please initial the following items to acknowledge you have read and understand the following restrictions:

- I am aware nothing can be placed in the building prior to my rental time and nothing is to be left in the building past my scheduled rental time. The Archway is not responsible for my items left in building.
- All youth groups must have an approved number of adult sponsors present at all times.
- No smoking is allowed inside The Archway.
- No alcohol is allowed inside The Archway unless contracted through an approved service by The Archway. Alcohol is not permitted in the Archway Shelter.
- I am aware I may only book catered food through an Archway approved caterer.
- I am aware I must pay any catering fees 10 days prior to my event.
- I am aware I may not arrive earlier or stay later than my application states or I will pay an additional \$15.00 for each additional 15 minutes not contracted.
- I am aware The Archway cannot provide storage.
- I am aware The Archway cannot be held responsible for damaged or stolen items inside or outside.
- I am aware if I hold an outside event and there are inclement conditions, The Archway is not responsible for the condition of the grounds or trails.
- Cancellation policy: Please inform The Archway at 308-237-1000 to cancel your reservation. No refunds will be given if less than 30-day notice is given. Prior to 30 days there is a \$50.00 cancellation fee. There are no refunds due to inclement weather.
- The Archway has sole discretion and authority to restrict or refuse to any individual or group.
- Signs or decorations may not be attached to the building. We suggest table decorations, plants, or latex free balloons.
- Organized runs/walks require a \$1,000,000 Liability Insurance Policy with the City of Kearney as a Certificate Holder. Organized run/walks may use spray chalk if needed for direction purposes for the run/walk. Spray paint or marking paint is not allowed. Certificate of Insurance must be submitted no later than four weeks prior to event or contract is rendered void and event will be cancelled.

### IMPORTANT-PLEASE READ BEFORE SIGNING

The applicant is authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of The Archway. The applicant further agrees that in consideration of being permitted to use said facility, he/she and the group will defend, indemnify and hold harmless The Archway, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to person and property that in any way may be caused by the applicant's use or occupancy of the facility.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Archway approved by: \_\_\_\_\_ Date: \_\_\_\_\_