



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

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The accuracy and completeness of this application is very important. All requests are on a first-come basis and no date will be reserved until The Archway approves the rental requests with a down payment. 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 (\$20.00 per hour after operating hours if indoor bathrooms are desired)

**A down payment is required to hold your space with either a credit card or check. Down payment will be used towards the total fee required to rent space.**

### 2. Primary Contact and/or Organization

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

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

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

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

### 3. Event Type

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

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

Time (include set up and clean up): From \_\_\_\_\_ to \_\_\_\_\_ Total time: \_\_\_\_\_ hrs.  
*\*Fee based on total time of rental*

Requested Number of Archway Exhibit Tickets @ \$9.63 per person: \_\_\_\_\_  
*\*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 (*Event Room only*)

\_\_\_\_\_ number of round tables requested

\_\_\_\_\_ number of chairs requested

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

\_\_\_\_\_ color of table linens (options: white, ivory, or black)

\_\_\_\_\_ color of napkins (options: white, black, grey, red, navy, burgundy, forest green)

Tables and Chairs-30 person occupancy (*Meeting Room only*)

\_\_\_\_\_ number of classroom rectangle tables requested

\_\_\_\_\_ number of chairs requested

Is your event open to the public?

No

Yes

Will your event have catering?

No

Yes. If yes, please indicated the caterer: \_\_\_\_\_

Will your event have alcohol? (*Restrictions apply*)

No

Yes. If yes, please indicate the caterer: \_\_\_\_\_

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

No

Yes

Do you have any other requests such as a microphone, projector, projector screen, etc.?

No

Yes. If yes, please indicated what your request would be: \_\_\_\_\_

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*\*The Archway will accommodate requests as best as possible*

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:

- 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 cannot provide storage.
- I am aware The Archway is not responsible for damaged or stolen items inside or outside.
- All youth groups must have an approved number of adult sponsors present at all times.
- I am aware smoking and other tobacco products are not allowed inside The Archway.
- I am aware no alcohol is allowed inside The Archway unless contracted through an approved service by The Archway. The Archway must be informed if alcohol is desired. Alcohol is not permitted in the Archway Shelter.
- 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 if I hold an outside event and there are inclement conditions, The Archway is not responsible for the condition of the grounds or trails.
- The Archway has sole discretion and authority to restrict or refuse any individual or group.
- I am aware signs or decorations may not be attached to the building, walls or ceiling. We suggest table decorations, self-standing back drops, plants, or latex free balloons.
- I am aware I must pay the invoice from my event in full by or on the day of my event.
- Cancellation policy: Please inform The Archway at 308-237-1000 to cancel your reservation. A \$50.00 cancellation fee will apply to any cancellation within 30 days of the scheduled event. There are no refunds due to inclement weather.
- ORGANIZED WALKS/RUNS ONLY: Organized runs/walks require a \$1,000,000 Liability Insurance Policy with the City of Kearney as a Certificate Holder. Organized runs/walks, using the trail, will need to complete a Rental Agreement with the Kearney Park and Recreation Office. There is a \$25 rental fee for use of the trail. 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: \_\_\_\_\_