

Event Booking Form

Contact Information

Company Name _____ Contact Name _____

Contact Email _____ Contact Phone _____

Postal Address (for mailing of invoice) _____

Booked By (leave blank if same as contact) _____

Name of Function _____ Date of Function _____

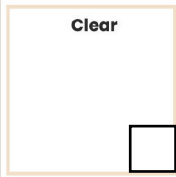
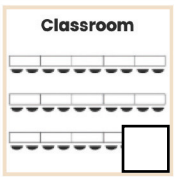
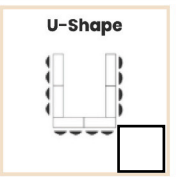
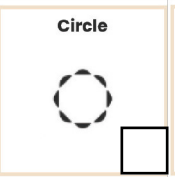
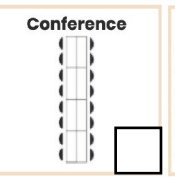
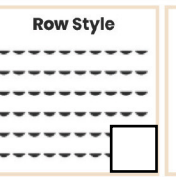
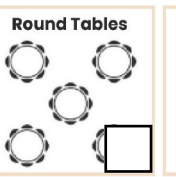
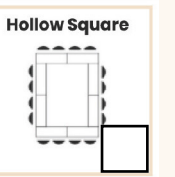
Starting Time _____ Finishing Time _____

Approximate number attending _____

(Optional) Number of Archway Exhibit Tickets @ \$11.77 per person _____

Set Up Details

Set Up Required _____

Clear  <input type="checkbox"/>	Classroom  <input type="checkbox"/>	U-Shape  <input type="checkbox"/>	Circle  <input type="checkbox"/>	Conference  <input type="checkbox"/>	Row Style  <input type="checkbox"/>	Round Tables  <input type="checkbox"/>	Hollow Square  <input type="checkbox"/>
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AV Required: Microphone Podium Speakers Screen

Linens: YES NO Color: Black White Decorating: YES NO Time: _____

Registration Table: YES NO Entertainment: YES NO Name: _____

Catering Details

Name of Meal _____ Extras (brownie, cookie, etc): _____

Serving Time _____

Beverages: Water Tea Lemonade Coffee Soda Alcohol

Signature _____

*Thank you for completing this form and returning it to **Haley Lux : hsmith@archway.org**. Please do not hesitate to contact us directly should you have any further queries. We will be in touch to confirm your event and catering requirements.*

Additional Notes _____



Rental Agreement

The accuracy and completeness of this application are 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.

Venue Requested

- Weekday/Weeknight Meeting Rental (\$200 day/\$300 evening)
- Weekday Event Rental (Monday thru Thursday 9:00am-5:00 pm; \$550)
- Weeknight Event Rental (Monday thru Thursday 5:00pm-11:00pm; \$550)
- Weekend Event Rental or Friday (1 day, \$550)
- Wedding or Other Event Rental (e.g. Quinceanera) (Friday - Sunday, \$1500)
- Archway Shelter (\$200/day)
- Other Use Facility Fee (\$250/day)

*Please be aware that all rental fees are subject to a 7% sales tax, which will be added to the final cost of your booking. Furthermore, the categorization of your event space and its associated fees are at the discretion of The Archway. This ensures fair and consistent pricing based on factors such as event type, space usage, and resources required. We encourage you to discuss your event details with our team to clarify any questions you may have regarding categorization and associated costs.

A 25% down payment is required to hold your space with either a credit card or check. The down payment will be used towards the total fee required to rent space. There are no refunds on the downpayment if your event is canceled for any reason.

Reservations will be held for 30 days from date of signing this agreement. If the deposit has not been received by then, the date will be released for other bookings.

Tax Exempt: Yes No (If yes, please provide Form 13)



Terms & Conditions

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

- Nothing can be placed in the building prior to the rental setup time, and nothing is to be left in the building past the scheduled rental time. **The Archway cannot provide storage, including refrigerated/frozen items.**
- The Archway is not responsible for damaged or stolen items inside the building or on the premises.
- All youth groups must have an approved number of adult sponsors always present.
- 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.
- Smoking and other tobacco products are not allowed inside the Archway.
- All food left over from the event cannot be taken home due to Archway's Nebraska food licensing.
- If an outside event is held and there are inclement conditions, The Archway is not responsible for the condition of the grounds or trails.
- Group may not arrive earlier or stay later than the application states or an additional fee of \$15.00 for each additional 15 minutes not contracted will be charged.
- The Archway has sole discretion and authority to restrict or refuse service to any individual or group.
- The final meal count will be due no later than 10 days prior to the event without further meal count adjustments. The Party will be responsible for the charge for the final meal count.
- Group must pay the balance due on the invoice from my event in full by or on the day of my event.
- \$200 cleaning fee will be charged if the event space is not left in good condition. The group is responsible for throwing trash away, picking up/taking down decorations, etc.
- The Final Price will include an 18% Gratuity fee on food and beverages (not venue rentals).
- A fee will apply if any property is damaged.
- No confetti of any kind are allowed for decorating, including confetti inside balloons.
- The Archway reserves all rights to cancel your event if the group is not respecting the space, fights occur, police need to be called, or we feel our safety is in danger. If the event is canceled, the group will pay in full with no refund.
- SECURITY REQUIREMENT: This security requirement applies only to groups or events designated by the Archway as requiring additional safety measures.** These designated groups are required to provide a minimum of one (1) licensed and uniformed professional security guard for the duration of the event. The security guard must be present on-site from the time the event begins until all attendees have vacated the premises. Proof of security services (contract or invoice) must be provided to the Archway no later than 14 days before the event. All security personnel must be employed by a professional security company and must be approved by the Archway prior to the event.
- SHELTER ONLY:** If anyone in the group moves any picnic tables, the group must return all tables to their original location. If picnic tables are not returned to the original location, I will pay an additional \$100 fee.
- Cancellation policy:** Please inform the Archway at 308-237-1000 to cancel your reservation. A \$100.00 cancellation fee will apply to any cancellation within 60 days of the scheduled event. There are no refunds due to inclement weather.
- ORGANIZED RUNS/WALKS 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. Runs/walks may use spray chalk if needed for direction purposes for the run/walk. Spray paint or marking paint is not allowed. A certificate of Insurance must be submitted no later than four weeks prior to the event or the contract is rendered void, and the event will be canceled.



Terms & Conditions, Continued

IMPORTANT - PLEASE READ BEFORE SIGNING

The applicant is an 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 the said facility, he/she and the group will defend, indemnify, and hold harmless the Archway, their agents, and employees from any loss, claims, 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.

Applicant's signature: _____ Date: _____

The Archway approved by: _____ Date: _____