



CITY OF KEARNEY PARK & RECREATION DEPARTMENT

GAIL & MICHAEL YANNEY PAVILION & BURLINGTON GREEN COURTYARD RENTAL APPLICATION

1930 University Drive
Kearney NE 68845
308-237-4644

kprfacilityrentals@kearneygov.org

Mon.-Thurs. 7:30am-5pm
Fri. 7:30am-12:00pm

OFFICE USE ONLY: Calendar: [] Copies: []
Fee: _____ Paid: _____ Cash / Credit / Check

FACILITY INFORMATION - 2022 West 11th Street
\$400 for a 4-hour period, \$100 each additional hour /Holiday Rate: \$480 for a 4-hour period, \$120 each additional hour on recognized holidays.
This is a fully enclosed building with heating and air conditioning, restrooms and other various amenities. Rentals can be made year-round, one year in advance. There is a four-hour minimum rental time for this building per day. If reserved on consecutive days, each day is a new time block.
Rental Includes:
• Event room- (2,669 sq. ft.), plus covered patio and grass courtyard (Courtyard is 100'x150' or 15,000 square feet).
• Catering kitchen - (240 sq. ft.) with 2-heated holding cabinets, commercial refrigerator/freezer, microwave, ice maker, coffee maker, three-compartment sink, handwashing sink, countertops and shelving.
• Changing room - (131 sq. ft.), with four make-up mirrors, dressing mirror, chairs, and sink.
• Projector, screens, indoor and patio sound system, Bluetooth, and WIFI.
• Sixteen - 60" round tables-(seats 8 people), four - 5' rectangle folding tables, two - 6' rectangle tables, and 160 chairs.
• Ten - 6' picnic tables (seats 6-8 people), two, 8' ADA picnic tables (seats 6-9 people) on covered patio.
• Total parking stalls 113: this includes 7 ADA parking stalls, and 2 catering parking stalls.
• Outside fire pit for warmth and ambience only. (no food can be cooked over fire).

EVENT DETAILS

Event Name: _____ Estimated Attendance: _____
Requesting: Pavilion Pavilion & Patio Pavilion, Patio & Courtyard
Day of Week: _____ Month: _____ Date: _____ Year: _____
Start Time: _____ End Time: _____ (Set-up and clean-up must take place during these times)
Actual Start Time of Event: _____

(NOTE: The time you indicated as your rental start time will be the time you will be allowed to enter the building, NO EXCEPTIONS.)

APPLICANT INFORMATION

Primary Contact: _____ Company/Organization: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Alt. Phone: _____ Email: _____

RENTAL DETAILS

Please check "yes" or "no" to each of the following:

- Is your event open to the public? Yes No
Are you planning to use the fire pit? Yes No
Are you planning to use patio heater? Yes No
Are you planning to charge registration/admission fee? Yes No
If using grass courtyard, are you planning to bring a Bounce House/Tent? If yes, Company Name: _____

Bounce House/Tent? If yes, Company Name: _____

Phone Number: _____

Size of Bounce House: _____ Size of Tent: _____

Tent Delivery Date & Time _____ Tent Pick up Date and Time _____

- Will you be renting chairs or other equipment for the courtyard area? Yes No

Company name: _____

Chair deliver date and time: _____ Chair pickup date and time: _____

- Are you requesting to serve alcoholic beverages through a licensed vendor? (if yes, see supplemental form regarding serving alcoholic beverages). Yes No

Vendor name: _____

Phone Number: _____

- Are you hiring a caterer or third party vendor? (see Terms and Conditions*) Yes No

If yes, Caterer/Vendor Name: _____ Phone Number: _____

- Will there be live or amplified music in the Pavilion? Yes No

Vendor name: _____

Phone Number: _____

- Are you planning to use the A/V equipment? Yes No

TERMS AND CONDITIONS

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

- ___ I am aware I am responsible for my own set-up and clean-up of the facility and that my rental time starts and ends at the times I have stated on the application. No rental will be allowed to go past 11:00pm. Clean up of the Pavilion, Patio & Grass Courtyard must be completed by that time (including any vendors).
- ___ I am aware that I cannot place any items in the facility prior to the event or leave any items in the building (unless renter has paid for the time). The City of Kearney is not responsible for items left in the building.
- ___ I am aware that smoking, vaping, and animals (unless service animals) are not allowed in any indoor facility.
- ___ I am aware that Park Ambassador reserves the right to suspend any rental if alcohol is present without the appropriate approval and following the instructions on the Alcohol Addendum Form.
- ___ I am aware when reserving the Gail & Michael Yanney Pavilion that there is not a key issued for the building. A Park Ambassador will be provided for the duration of rental. If any change in rental time is necessary, I must contact the Park and Recreation office at 308-237-4644 no less than two weeks prior to my event. I understand my request to adjust time might not be approved.
- ___ I am aware there is a Cancellation Policy. The Kearney Park and Recreation office needs to be notified at 308-237-4644 to cancel reservation. No refunds are issued if less than a 30-day notice is given. If the notice is given 30-days or more, there is a \$30 cancellation fee. I understand there is no refund due to inclement weather, unless an emergency weather alert is issued.
- ___ I am aware that all youth groups must have approved number of adult sponsor's present at all time. (typically 1-10 ratio is required).
- ___ *I am aware that selling of products (example: Pampered Chef, Tastefully Simple, Plexus, etc...) by an individual or private business is not allowed at any City Park or facility when the event is open to the public unless otherwise approved by the City of Kearney, If the event is not open to the public, then it is allowed.
- ___ I am aware that no open flamed candles are allowed. Votive or floater candles, inside a vase, are allowed.
- ___ I am aware that items may not be attached, by any means, to the painted walls, ceilings, floors, etc. Table decorations are allowed.
- ___ I am aware that the use of glitter is prohibited.
- ___ I am aware weather emergencies, health pandemic, or civil unrest may require the City of Kearney to terminate rentals with full refunds.
- ___ I acknowledge the City of Kearney is not responsible for circumstances beyond its control such as bees, mosquitoes, inclement weather, vandalism, etc.
- ___ I am aware that the Park Ambassador's number is 308-528-2583. This is the number to contact during my rental only.
- ___ I am aware that linens, serving utensils, dish cloths/towels, coffee, etc. are not provided. Coffee packets may be purchased for \$2.00 per packet.
- ___ I am aware that chairs and tables cannot be removed from the Pavilion to be put on the patio, used in the grass Courtyard, or placed in a trailer. Renters are responsible for securing seating, tables, etc. for the grass courtyard from an outside vendor.
- ___ I am aware if any tables or chairs are moved from their location inside the building, that I am responsible for moving the tables and chairs back to the original location after the event. Tables must be picked up to be moved with a minimum of 3 people in order to not damage the floor. Tables should not be slid or drug across floor.

RENTAL PROCEDURES

Upon Arrival:

- A Park Ambassador will open the building for you. The Park Ambassador will lock the building after your event.
- If you find any damage upon arrival, or are experiencing any other issues, please inform the Park Ambassador on duty immediately. The Park Ambassador's number is 308-528-2583. If unable to reach the Park Ambassador, please call non-emergency at 308-237-2104.

Prior to Departure:

- Upon completion of your event, tables and chairs must be wiped down and put back in their original location. Break-down and clean-up is the renter's responsibility and must be completed by the ending time stated on your contract. Failure to do so can result in additional charges that will be billed accordingly.
- Leave the building in as good or even better condition than when you found it. Other groups may be immediately utilizing the building after your departure. Basic cleaning supplies, vacuums, brooms etc. will be provided for you. General cleaning requirements include:
 - a. Sweeping and dust mopping the floor.
 - b. Wiping up and mopping all drink and food spills from the floor.
 - c. Cleaning the sink and counter areas.
 - d. Remove all waste from the building, including from restrooms & changings rooms. Trash receptacles are located in parking lot.
 - e. Wiping down tables and chairs.
 - f. Cleaning up any spills in refrigerator, warming cabinets and microwave.
 - g. Picking up litter in courtyard, fire pit and patio area.
 - h. Remove all items from the building; including, items in the refrigerator and warming cabinet.
 - i. All tables and chairs must be placed back in their original locations.

In case you need to get in contact with staff after business hours to cancel reservation due to weather or another last minute emergency, please contact non-emergency at 308-237-2104. As per your contract, there is no refund due to weather unless a weather emergency has been issued. If there is not staff at the building upon your arrival, please contact the above numbers as well. During normal business hours, please call the Park and Recreation office at 308-237-4644, Monday-Thursday 7:30am-5:00pm and Friday 7:30am-12:00pm.

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) understands and agrees 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 facilities of the City of Kearney. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the City of Kearney, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

Applicant's Signature: _____ Date: _____

KPR Approved by: _____ Date: _____