



Nebraska Firefighters Museum

Facilities Reservation Request

Rental Guidelines, Policies and Agreement

Museum Rental Fee

Small Room with Kitchen, ½ day..... \$50	Small Room with Kitchen, full day.....\$100
Large Room, ½ day..... \$75	Large Room, full day..... \$125
Combined Room, ½ day \$100	Combined Room, all day \$150

Event Sponsor

Name: _____ Phone: _____
Organization: _____
Email: _____
Billing Address: _____
City: _____ State: _____ Zip: _____

Event Information:

Type of Event: _____
Date: _____ Start Time (include setup): _____
End Time (include Cleanup): _____ Estimated # attending: _____
Serving Food? Yes _____ No _____ Caterer: _____
Catering Contact Person: _____ Caterer Arrival time: _____
Serving Alcohol? Yes _____ No _____ **If YES, the event sponsor must contact the museum reference an approved vendor.** Approved Vendor: _____
Renting Tables/Chairs/Linens? Yes _____ No _____ Rental Vendor: _____
Phone: _____ Delivery Time: _____ Pickup Time: _____
Floral Arrangements? Yes _____ No _____ Floral Vendor: _____
Phone: _____ Delivery Time: _____
Tour Request: Yes _____ No _____ *(additional fee will be added for tour at a discounted price)*

Nebraska Firefighters Museum Guidelines

- The event sponsor must arrange for any catering and equipment rental needed for the event. The museum is not responsible for ordering food or coordinating rentals with outside vendors.
- State law prohibits patrons from taking alcohol out of the building. If violated, the police will be contacted and the event will be shut down.
- The museum is a smoke free environment.
- Exhibits and display cases must not be moved or used for any reason. No tables/chairs should rest near or against glass.
- Open flames (including candles) are not allowed.
- Rental of the facilities does not imply co-sponsorship or endorsement of your event.

Nebraska Firefighters Museum Cleaning Policy

As event sponsor, you are responsible for all clean up immediately following your event (please remember the museum does not have staff available to assist with set-up or clean-up).

- All food, drinks, and garbage must be removed from the building immediately following your event. Dumpsters are located just outside on the East side of the building; we will have extra trash liners available.
- All additional equipment must be packed up and picked up immediately following the event unless special arrangements are made.
- There will be additional fees for any damage, maintenance, special cleaning (i.e drink stains), or for failure to adhere to the Facilities Reservation guidelines.

Thank you for choosing to hold your event at the Nebraska Firefighters Museum. We value your efforts to help us maintain a clean, safe environment for our exhibits. Your cooperation is greatly appreciated. If you have any questions, please call us at 308-338-3473.

Sign Agreement

The Event Sponsor will ensure that all activities at this event comply with state law, city ordinances, and protect the health and safety of all persons involved. By signing this Facilities Reservation Request, the Event Sponsor agrees to hold the Board and staff of the Nebraska Firefighters Museum harmless from all claims for suits for bodily injury, including death, and for property damage arising out the use of the Nebraska Firefighters Museum facilities as described in this agreement.

Event Sponsor Name Printed

Date

Signature of Event Sponsor

Date

Museum Director

Date