

Nebraska Firefighters Museum Facilities Reservation Request

2834 E 1st Street
308-338-3473

Kearney, NE 68847
www.NEFFM.org



Rental Guidelines, Policies and Agreement

*Birthdays, Graduations, Baby Showers, Meetings, Conference Room
Full Kitchen with stove, microwave, sink and refrigerator. Tables and chairs included. Cater in your own
food or have us make arrangements for it, ask about room rentals after museum business hours. Small
Room accommodates 30 people, Large Room accommodates 70 people, Combined Rooms 100.*

Rent Rooms by the hour (2 hour min) \$25.00 per hour Small Room or \$30.00 per hour Large Room
or
Small Room ½ Day \$75.00, Full Day \$125.00 Large Room ½ Day \$100.00, Full Day \$150.00
Combined Rooms ½ Day \$150.00, Full Day \$200.00

EVENT SPONSOR

Name: _____ Phone: _____

Organization: _____

Email: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

EVENT SPONSOR

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 Director
to reference an approved vendor.

Event Sponsor: _____ Date: _____

Printed: _____

Museum Director: _____ Date: _____

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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.