



Nebraska Firefighters Museum & Education Center

2834 E. 1st Street Kearney, Nebraska 68847
308-338-3473

FACILITIES RENTAL AGREEMENT

1. EVENT DETAILS

Renter: _____

Type of Event: _____

Date of Event: _____

Time of Event: From _____ to _____ (including set-up and clean-up)

Estimated Number of Guests: _____

Serving Food: ☐ Yes ☐ No

Catering Contact Person: _____

Room(s) Rented: *Small Room* *Large Room* *Combination*

Length of Event: *Half day* *Full Day*

(use of kitchen requires either small room or combination rental)

Use of Kitchen & Appliances: ☐ Yes ☐ No (Additional charges may apply)

	1/2 Day	Full Day
Small Room	\$75	\$125
Large Room	\$100	\$150
Combo	\$125	\$200

2. FEES & DEPOSIT

Rental Fee: \$_____ Room Hold Deposit: \$_____

Security Deposit: \$_____

(refundable within 7 days if no damages or cleaning violations occur)

Total Due: \$_____

Payment Due Date: ____/____/____

Payments are to be made by cash, check, or credit card.

Rent By The Hour (2 hr Minimum)

Small Room	\$25 /hr
Large Room	\$35 /hr
Combo	\$45 /hr

After Hours Fee

\$25 /hr

Security Deposit

\$75 for groups of 25 +up

3. RULES & RESPONSIBILITIES

Usage Restrictions:

- The space is to be used only for the event stated above.
- Only painter's tape may be used for decorations. No nails or glue. All decorations must be removed by the end of the rental period.
- No smoking or vaping inside the Venue or within twenty (20) feet of any entrance.
- No illegal substances or activities allowed.
- No open flames are allowed.
- Exhibits and display cases must not be moved or used for any reason. No tables/chairs or vendor fixtures should rest against glass.
- **(STATE LAW)** No alcoholic beverages outside of the designated area and no alcohol outside the building. Violation will result in the immediate shutdown of the event, and parties will be requested to clean up and vacate the property. Violation of any of the above may result in an issue of a "Notice of Ban and Bar," a formal written notification, issued by the Kearney Police Department, stating the individual(s) is banned from the property and subject to prosecution if they return.

4. CLEAN-UP REQUIREMENTS

Renter must:

- All food, drinks, and garbage must be removed from the Venue immediately following your event. Dispose of all garbage and recycling in designated bins. No garbage is to be placed in the blue recycling bin. Trash bags are located under the kitchen sink.
- Sweep and mop floors; vacuum carpeted areas. (Venue rep will provide)
- Wipe down tables/chairs. All stains/marks that you are not able to be remove must be brought to the attention of the Museum Staff.
- Clean all kitchen surfaces and appliances if used.
- All chairs, tables, and appliances need to be put back as the room was found or at the discretion of the Museum Staff.
- All additional equipment must be picked up and packed immediately following your event unless special arrangements have been made prior to the event.
- Turn off all lights/electronics.
- A final walk-through/inspection must be done with Museum Staff prior to leaving.

Failure to follow any of the above may result in additional fees and/or forfeiture of deposit.

5. CANCELLATION POLICY

- Full refund if canceled 14+ days in advance. Partial or no refund may result if cancelled within 14 days of event.

The Renter agrees to use the premises at their own risk. The Nebraska Firefighters Museum & Education Center shall not be held responsible for any loss, theft, or damage to personal property brought onto the premises by the Renter or their guests, invitees, vendors, or service providers.

The Renter assumes full responsibility and liability for any damage caused to the Venue, its equipment, fixtures, or grounds, whether caused by the Renter, their guests, vendors, or any third party engaged by the Renter. The Renter shall be liable for the cost of repair, replacement, or cleaning beyond normal wear and tear, as determined by the Venue's management.

The Venue shall not be liable for any injury, illness, accident, or other damages incurred by the Renter or their guests during the use of the premises. The Renter agrees to indemnify, defend, and hold harmless the Venue, its employees, volunteers, board members, and affiliates from any and all claims, damages, losses, or expenses, including attorney's fees, arising out of or resulting from the Renter's use of the Venue.

The Renter is encouraged to obtain appropriate insurance coverage for the duration of their use of the Venue, particularly if hosting a large event or serving alcohol (where permitted).

The rental and use of the Nebraska Firefighters Museum & Education Center does not constitute or imply any endorsement, sponsorship, or co-hosting of the event by the Museum, its staff, or its affiliates.

By signing the rental agreement, the Renter acknowledges that they have read, understood, and agreed to the terms of this legal disclaimer and waiver of liability.

Renter:

Signature: _____

Printed Name: _____

Date: _____

Thank you for choosing to hold your event at the Nebraska Firefighters Museum. We value your effort 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.