

**Event Space Rental Agreement and Contract**

***Directions:*** *Please complete this fillable online form to request event space reservations at Kimmel Orchard & Vineyard. Open the form and Save As prior to entering your information. Email completed form to* *info@kimmelorchard.org**. Requests will be processed in the order received. An email will be sent upon review and approval of reservation. Required Rental Security Deposit and Rental Agreement and Contract are required for the event booking and reservation will be confirmed.*

**Contact Information**

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| Primary Contact Name | Click or tap here to enter text. |
| Company Name *(if applicable)* | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Mailing Address  | Click or tap here to enter text. |
| City/State/Zip  | Click or tap here to enter text. |
| Daytime Phone | Click or tap here to enter text. |
| Alternate/Emergency Contact Name and Phone | Click or tap here to enter text. |

**Event Details**

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| Event Date | Click or tap to enter a date. |
| Event Name | Click or tap here to enter text. |
| Event Time (Start & End) | Click or tap here to enter text. |
| Number of Guests | Click or tap here to enter text. |
| Will catering be needed?  | Choose an item. |
| How did you hear about us?  | Choose an item. |
| Is the event open to the public or private? | Choose an item. |
| Is a fee being charged for the event? | Choose an item. |
| Will you be needing display/vendor booth space set up? | Choose an item. |

**Kimmel Event Space Reservation Request**

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| **Select Your Desired Kimmel Event Space**  | Choose an item. |
|  Details for Kimmel Conference Room: |  |
| * Room Set Up Options
 | Choose an item. |
| * Divided Conference Room Options
 | Choose an item. |
| * Audio Visual Needs

 *Tech Suite: Computer, VCR, DVD, LCD Projector, Screen* | Choose an item. |

**Rental Fees and Other Event Fees**

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| Rental Security Deposit (Required to confirm booking and hold space.) | $275.00 |
| Kimmel Orchard & Vineyard’s Standard Hourly Event Space Rental Fee | $75.00/Hour |
| Kimmel Orchard & Vineyard’s Alcohol Service Fee/Bartender Fee | $25.00/Hour |
| Kitchen Cleaning Fee *(Only incurred if space is not cleaned appropriately by renter/caterer.)* | $200.00 |
| Glitter/Confetti Cleaning Fee (*Glitter & Confetti are NOT allowed in Kimmel event spaces.)* | $300.00 |
| *NOTE: Other Damage Repair Charges/Cleaning Charges will be billed based upon cost required to return space to original condition.* |

**Required Rental Security Deposit**: Event space booking will be confirmed for your event upon receipt of the $275 Rental Security Deposit and signed/initialed rental agreement. The Rental Security Deposit will be held, without deposit, until the conclusion of the event. Should damages be incurred or special cleaning required to return event space to original condition, the Rental Security Deposit will be applied to those expenses. If required repair or cleaning expenses exceed deposit, an additional invoice will be issued to cover the full charges and is due within 10 business days.

**Payment Options: Check or Debit/Credit Card**. Rental fees and other applicable charges are payable to: ***Kimmel Orchard & Vineyard***. Rental fees are due a minimum of 48 hours in advance of scheduled event. *Any alternative payment arrangements must be approved by Kimmel Orchard & Vineyard at time of booking.*

**Cancellation Policy**: Event may be cancelled by renter, with 30 days advanced written notification, sent to info@kimmelorchard.org. Should cancellation by renter occur less than 30 days in advance, the Rental Security Deposit becomes non-refundable.

**Authorized Signatures**

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| *I certify I have read and understand the terms and conditions stated within the rental agreement and agree to abide by them.* |
| **Renter’s Printed Name:** |
| **Company Name/Business Name:** (*if applicable*)  | **Title:** |
| **Renter’s Signature:** | **Date:** Click or tap to enter a date. |
| **Kimmel Orchard & Vineyard Authorized Signature**: | **Date:** Click or tap to enter a date. |

**Thank you for choosing Kimmel Orchard & Vineyard for your event.**

**We look forward to hosting your group!**

Kimmel Orchard & Vineyard Educational Foundation, Inc.

Contact Information:

Info@kimmelorchard.org

Phone: (402) 873-5293

**Rental Policies and Legal Regulations**

*It is an honor to be selected to serve as the site for your event. We strive to provide you with a satisfying and memorable experience while following the requirements for legally providing hospitality services in Nebraska. You will be asked to abide by the following practices when utilizing a Kimmel Orchard & Vineyard event space. Thank you for selecting Kimmel Orchard & Vineyard!*

***Event Decorations*** *Initial Here*

* Event decorations are allowed if they are not affixed to walls, ceiling, tables or other Kimball Orchard and Vineyard property. Decorating is to be completed within the timeframe of your rental agreement. Early access is not guaranteed.
* Glitter or confetti are NOT allowed in any Kimmel Orchard & Vineyard rental space. If glitter or confetti are used, renter will be subject to a $300 cleaning fee.
* All event decorations must be removed, by renter, at the conclusion of the event.
* Only battery-operated candles are approved for use in event spaces at Kimmel Orchard & Vineyard.
* Approval must be requested prior to event for moving any property of Kimmel Orchard and Vineyard. All event space and furniture must be in original condition and layout at conclusion of event.
* Renter will be financially responsible for cleaning, repair, or replacement of any Kimmel Orchard & Vineyard property that is damaged during the event. Should costs exceed the amount of your event deposit, additional associated fees will be added to final amount due.

***Catering and Cleanliness*** *Initial Here*

* Kimmel Orchard & Vineyard designated caterers are the only providers who will be allowed to serve food or utilize the Kimmel Kitchen to serve at events. The Kimmel Kitchen is NOT available for food preparation. Kimmel Orchard & Vineyard must ensure all food served is prepared according to State of Nebraska Department of Health Rules and Regulations.
* Renter must personally coordinate with selected caterer to confirm availability, schedule, and menu for event.
* Renter must provide Kimmel Orchard & Vineyard the name of the catering company engaged for the event, a minimum of 30 days, in advance of scheduled event.
* At the conclusion of event, the kitchen and any Kimmel Orchard & Vineyard equipment must be returned to pre-event condition and cleanliness. Cleaning is the responsibility of both the designated caterer and renter.
* Should further cleaning be required following an event, the renter is subject to a cleaning charge of $200.
* Kimmel Orchard & Vineyard staff will be responsible for mopping the kitchen following a scheduled event.
* Renter is responsible for ensuring a trash free event space. At the conclusion of the event, all event trash must be picked up and placed in trash cans provided. Kimmel Orchard & Vineyard will remove trash/trash cans following event.
* Any personal property left behind by renter will be held by Kimmel Orchard & Vineyard for one week before disposal.

***Alcohol Service*** *Initial Here*

* Kimmel Orchard & Vineyard Wine and Hard Cider are the only available alcoholic beverages for events held at Kimmel Orchard & Vineyard.
* Alcohol service is only available in the Kimmel Apple Barn. Alcohol is not allowed in the KERC Conference Center.
* A Kimmel Orchard & Vineyard employee must open and serve all alcohol containers to uphold and administer the Liquor Laws of the State of Nebraska with regards to the dispensing of alcoholic beverages.
* If alcohol service is requested for an event, an hourly Service/Bartender Fee ($25/hour) will apply.
* **No outside alcohol is allowed on site.** If any party brings in outside alcohol and opens outside alcohol containers, renter is subject to a $500 fine and will be asked to leave the premises immediately.
* No minor shall be served or consume alcohol while on Kimmel Orchard & Vineyard property.
* Kimmel Orchard & Vineyard reserves the right to refuse service to any person that appears to be intoxicated.
* Last call will be made 30 minutes prior to the end of the event.

**As required by Nebraska law, all Kimmel Orchard & Vineyard buildings are smoke free.**

Smoking is allowed in designated outdoor smoking areas only. *Initial Here*