



# Rental Policies

902 12<sup>th</sup> Street | Gothenburg, NE 69138  
www.GothenburgImpactCenter.com

*Thank you for choosing the Dayspring Bank Event Center for your upcoming event. Our goal is to provide our guests with exceptional service. The following rental policies and information will help everyone understand their responsibilities and expectations.*

*Please read them carefully and understand them before you agree to them by signing the last page.*

## **COSTS AND FEES**

### **Booking**

A non-refundable deposit (as outlined on the Event Reservation Agreement) is required to reserve the facility for the requested date. This pre-paid deposit will be deducted from the final bill. An invoice showing the remaining rental cost due will be provided 30 days prior to the event. All charges must be paid in full 72 hours prior to the event. Unless prior arrangements are made, the renter must have a valid credit card on file to bill any additional charges that may occur, including but not limited to the charges listed below.

All direct-bill accounts are required to be due within 30 days of the billing date. An interest charge of 18% will be charged on any balance due after 30 days.

For convenience and clarification, an event settlement sheet summarizing rent, additional charges, and any credits can be prepared for your event if requested. Any additional charges and fees accrued before, during or after the event will be charged to the renter's credit card on file. These charges may include, but are not limited to:

- Additional electrical service
- Additional telecommunications service
- Additional janitorial and cleaning service
- Additional trash hauling fees
- Adjustments to heating & cooling systems outside our normal room temperatures
- Security or police officer services
- Emergency medical technician services
- Damages to the Dayspring Bank Event Center and equipment
- Loss or theft of Dayspring Bank Event Center equipment or property
- Additional equipment or supply rentals
- Removal of personal property cost or fees

### **Cancellations**

Weekend and holiday cancellations must be made at least 45 days prior to the reserved date to avoid full rental charges. Weekday cancellations must be made at least 30 days prior to the reserved date to avoid full rental charges. Failure to cancel reservations will result in the renter being billed for the full rental charges agreed upon in the Event Reservation Agreement.

- Weekends are defined as Friday - Sunday
- Weekdays are defined as Monday - Thursday

- Holidays are defined as New Year's Eve, New Year's Day, Martin Lutheran King Jr. Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day

## **Event Estimates**

To ensure every detail is handled in an efficient, professional manner, all event details should be completed 45 days prior to the event, after which time Dayspring Bank Event Center management will provide an invoice and detailed Event Reservation Agreement. The renter will be asked to sign the Event Reservation Agreement and agree to the charges prior to the event. Charges are subject to change.

## **Payment**

Accepted payments are credit/debit card, cash, check, money order, or cashier's check. The Dayspring Bank Event Center reserves the right to request payment in advance for any estimated additional costs the renter is anticipated to incur. In the event a renter fails to pay an invoice when due, the Dayspring Bank Event Center reserves the right to pursue any and all legal action to collect the balance due and to cancel the rental.

## **Rentals Available**

Black or white tablecloths and napkins are available for rent and may be requested on the rental agreement. The rental of linens of any other color or style are the responsibility of the renter. Renters are responsible for the replacement of any linens that are ruined or missing at the conclusion of their event.

## **Reservations**

The Dayspring Bank Event Center accepts reservations via [www.GothenburgImpactCenter.com](http://www.GothenburgImpactCenter.com), telephone, or email. All renters will be required to sign the Dayspring Bank Event Center Rental Agreement upon booking. When making a reservation, the renter(s) must provide the following information:

- Date of the event
- Department, agency, program, or person making the reservation
- Name and type of event
- Estimated number of attendees
- Details regarding catering service (if applicable)
- Space requested
- Requests for use of on-site tables, chairs, dinnerware, stage, dance floor, A/V equipment, etc.
- Rental deposit (50% of total rental cost)

An invoice will be sent to the renter 30 days prior to the scheduled event showing the balance due. Final payment will be due at least 72 hours prior to the scheduled event. If final payment is not received within 3 days of scheduled event date, the event will be removed from the schedule and space will be made available to any interested parties. Failure to cancel reservations as indicated above will result in the renter being billed for the full rental charges agreed upon in the Event Reservation Agreement. These charges may be waived by the Dayspring Bank Event Center management in their sole and absolute discretion.

The Dayspring Bank Event Center reserves the right to rent space within the facility to more than one renter if it is determined that it will not interfere with the setup or execution of your event. Rental of the entire facility will guarantee another event is not going on at the time of your actual event. The Dayspring Bank Event Center shall be at all times under the exclusive control of the Impact Center. Functions must be confined to the designated areas.

The following items are included at no additional cost with the paid rental of a room or rooms if indicated on the rental agreement:

- Sound system with microphone.
- Use of on-site tables, chairs, dance floor and stage as outlined in the signed Event Reservation Agreement. Renters using more of these items than allotted will be charged per extra piece used to offset any costs other renters incurred in needing to rent items.
- Caterer's use of the catering kitchen as outlined in the "Catering" section.

### **Set Up/Clean Up Information**

The renter must provide all information required by the Dayspring Bank Event Center concerning the event, such as room set-ups and catering specifics, no later than 45 days before the event. This information must include type and quantity of tables to be used, linens, staging, and A/V equipment requested. (See Event Reservation Agreement for details.)

### **The renter is responsible for all room set-up and for the rental of any items not provided on-site by the Dayspring Bank Event Center.**

Renters have several options for renting event space:

- 1) Standard Event Center Rental** - gives renters access to their reserved space for the day and evening of their event. This is the standard rental option and requires all clean-up after an event be completed after the event is over. The renter must vacate the facility by 2:00 a.m. Cleanup is not allowed the next day or at a later time without incurring an additional day's rental fee.
- 2) Two Day Option** - gives renters access to their reserved space for any two consecutive full days from 8:00 a.m. on the first day until 2:00 a.m. following the second day.
- 3) Full Weekend Option** - gives renters access to their reserved space from Friday morning at 8:00 a.m. until Sunday at noon. This allows extra time for decorating, gift opening, and clean-up.

### **Sports Training Center**

In special circumstances, a renter may request access to the Sports Training Center for an event. This request must be made at least 45 days prior to the event and must be approved by the Impact Center board of directors. The use of the Sports Training Center is limited to the actual day of the event, regardless of which rental option is chosen. The Sports Training Center area must be empty and clean by 2:00 a.m. following the event. No food or drink may be served in this area. A special rental agreement outlining other requirements for use of this space will be shared and must be signed before access will be given.

## **ACCOMMODATIONS, SERVICES AND RESTRICTIONS**

### **Animals**

For the safety and comfort of all our visitors, animals are not permitted in the Dayspring Bank Event Center. Renters may file an exemption request outlining an exhibit, display, or performance which absolutely requires the use of an animal. Such a request will be considered by Center management and a determination will be made prior to any rental agreement being signed. The renter is responsible for obtaining all appropriate permits.

Guide dogs, signal, or service dogs (as defined by law) are allowed in the Dayspring Bank Event Center at any time. All sanitary needs for animals are the responsibility of the renter.

### **Audiovisual System**

Dayspring Bank Event Center staff is responsible for the house audiovisual system and must supervise any connection made to the system. Any and all audiovisual needs must be requested at least one week in advance to ensure the Dayspring Bank Event Center is able to meet your needs. Any needs that are not able to be met by the Dayspring Bank Event Center will be the sole responsibility of the renter to provide.

### **Banners and Signage**

**No banners, signs, pictures, decorations, posters, notices, or advertisements will be allowed to be pinned, taped, stapled, or affixed in any way to doors, walls, windows, or ceilings.** The Dayspring Bank Event Center requires posters to be mounted on easels and/or individual holders. Staples, tacks, and nails are prohibited and are not to be used on any building surface or equipment. NO STICKERS CAN BE USED OR DISTRIBUTED. Tape of any type is prohibited in all areas of the building.

### **Bar Service**

Any event requiring bar service is required to use one of the Event Center's exclusive bar vendors. Cash or host beverage service is not available through the event center directly and **NO OUTSIDE ALCOHOL** is allowed on the premises. Renter is responsible for contacting a bar vendor no later than 45 days prior to event date. Contact the Dayspring Bank Event Center or see the "Food and Beverage" section of the packet to find the contact information for the list of approved bar vendors. The Dayspring Bank Event Center is not responsible for securing bar service.

The approved bar vendors of the Dayspring Bank Event Center are responsible for the administration of the sale and service of any alcoholic beverages in accordance with the State of Nebraska Liquor Control Commission. **All alcoholic beverages must be supplied by an approved bar vendor and no outside alcohol may be brought into the Event Center. Violation of this policy will result in the assessment of a \$500 fine to the renter.**

Guests must be prepared to show proper and valid identification, upon request, when ordering or consuming alcoholic beverages. All guests must be able to show proof of birth date prior to being served.

The following are, but not limited to, the policies for the use of bar services:

- The maximum length of bar services is eight hours and no later than midnight.
- Food must accompany any alcohol.
- The State of Nebraska prohibits the sale to and consumption of alcoholic beverages to persons under the age of 21. No exceptions.
- Valid state issued identification card, driver's license, passport, or military identification card in accordance to State of Nebraska law must be available as proof of birth date, upon request.
- Bartender reserves the right to refuse service to ANY guest at ANY time.
- **Alcohol may NOT be removed from or brought onto the premises.** Violation of this policy will result in the assessment of a \$500 fine to the renter.
- Any alcohol located in vehicles transporting guests inside the facility must remain in vehicle upon arrival. Alcohol MAY NOT be brought into the convention center. (Example: Bus transporting wedding party to reception.)
- The Dayspring Bank Event Center & approved bar vendors reserve the right to suspend liquor service at any time for any reason without warning.
- Approved bar vendors MUST receive all bar contracts 45 days prior to the event or beverage service may be denied.
- Approved bar vendors agree to pay a facility fee equal to 10% of the total bar receipts from the event.

### **Catering**

It is our goal to help every renter plan the best possible experience for their event. For that reason, select caterers have been interviewed and checked to ensure they are adequately licensed, provide a wide variety of menu items, and have a commitment to providing the best service possible. All food served in the Dayspring Bank Event Center will be contracted with and provided by a caterer from the Approved Caterer List. Catering exceptions may be made for smaller events, such as birthdays, graduations, reunions, etc. upon approval by Center Staff.

Any event that utilizes an approved caterer will have access to the catering kitchen. The caterer will have a check-out list that will need to be completed at the end of the event. This list will ensure that the kitchen, equipment, and dishes are left in the same condition as before the event. This will include sweeping, mopping, taking all trash out to the receptacle, dishwasher screens cleaned and dishes removed from the dishwasher, and all table service and silverware put away and accounted for. Any and all loss or breakage needs to be reported at the end of the event and will be charged to the renter.

Events not utilizing an approved caterer, such as the exceptions listed above, may rent the catering kitchen on a first-come, first-available basis and will be responsible for completing the same check-out list as the caterers. Preference for use of that space will be given to events using a caterer.

Approved caterers will be trained in the use of the Early Learning Center dishwasher and will have access to such, as well as the ice machine. Individuals not utilizing a caterer will not have access to the ELC kitchen and will be required to use disposable plates, cups, flatware, etc. Approved caterers agree to pay a facility fee equal to 10% of the total food costs of the event.

## **Cleaning**

The building will be provided to the renter as specified in the Event Reservation Agreement. The floor will be clean upon move-in. It is the responsibility of the renter to return the building and all items used to their original condition, including cleaning the space used and returning all items cleaned and to the appropriate storage closet. If excessive cleaning is required after an event to return the building to its normal condition, renter may incur an additional fee for cleaning services.

## **Damages**

In addition to the rental fee, renter shall provide a valid credit card upon the signing of the Event Reservation Agreement. The renter is responsible for all loss or damages to the Dayspring Bank Event Center property while using the facility. If Dayspring Bank Event Center equipment and facilities are damaged during the event, or staff is required to clean up the premises after the event, the renter will be notified of the cost of repairing the damage/clean-up of the premises and the credit card on file will be charged. A summary of the loss or damages will be provided, along with the amount charged to the credit card.

## **Decorations**

The method and location of any special installations that your decorations may need must be approved in advance by Dayspring Bank Event Center management. The following is a general list of decorating guidelines:

- No one may tape, nail, tack, or otherwise fasten to ceilings, painted surfaces, columns, walls, windows, or any other surface decorations of any kind.
- Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exits, lighting systems or security cameras.
- The use of candles is permitted if the flame is enclosed by glass at least one inch above the flame.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises, with the exception of adhesive backed nametags for meetings, conventions, etc.
- Glitter and confetti may not be used in any part of the building.
- If a renter moves planters, lobby furniture, and other equipment in the public areas, it must be returned to its original placement at the end of the event.
- The use of and distribution of helium balloons in the Dayspring Bank Event Center is allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons may be charged to the renter. Compressed gas (helium) cylinders used to inflate balloons must be properly secured to prevent toppling.

## **Equipment and Property Owned by Dayspring Bank Event Center**

A list of tables, chairs, linens, audio/visual equipment, etc. available for use can be requested from the Dayspring Bank Event Center staff. The Dayspring Bank Event Center has a limited amount of tables, chairs and other equipment available for renter use. Renter will be responsible for bringing in any items needed in quantities greater than what can be provided. Dayspring Bank Event Center equipment such as tables, chairs, audio/visual equipment, etc., are not allowed to leave the premises.

## **Event Hours**

All events must conclude by 12:00 a.m. on the specified rental date. Any music, entertainment, bar service, etc. must conclude at this time. An additional two hours will be allowed for all renters and vendors to remove any and all items from the building, as well as completing any and all necessary cleanup unless the renter has opted for the Full Weekend Option. Building will be locked and secured at a time agreed upon in the rental agreement and no later than 2:00 a.m.

## **Event Related Equipment**

The renter is responsible for the removal of any personal property, equipment, signs, and decorations from the Dayspring Bank Event Center at the end of the event. If not, the Dayspring Bank Event Center may remove said property from the premises and charge the renter a fee for the removal of said property and discard same if the renter does not pick up said property in a timely basis after notification from the Dayspring Bank Event Center.

## **Movable Walls**

All movable walls must be installed and removed by Dayspring Bank Event Center staff only.

## **Parking**

Options for the rental of the parking lot areas for outside exhibits are available upon request.

## **Photography**

The Dayspring Bank Event Center retains the right to take photographs of events for its own records and for publicity purposes.

## **Room Temperature**

Building and room temperatures are pre-scheduled to allow maximum efficiency when heating and cooling the facility. Normal temperatures are set to remain between 70 degrees to 72 degrees, both when heating and cooling. Heating and cooling requests outside these parameters may incur an additional fee. Excessive door use or propping of exterior doors may cause the temperatures to fluctuate outside the normal heating and cooling parameters and should be taken into consideration when making heating and cooling requests.

## **Utilities**

Dayspring Bank Event Center electrical equipment, such as extension cords, electrical panels, and fixtures are not to be removed by the renter or any unauthorized persons. Violators will be assessed an appropriate charge for any removals. Under no circumstance shall distribution panels or mechanical equipment be blocked or access impeded. Floor boxes may not be accessed by anyone other than Dayspring Bank Event Center personnel.

## **Sale of Merchandise and Novelty Items**

The Dayspring Bank Event Center retains all rights and permissions for the sale of merchandise and novelty items sold within the facility and on the premises. Merchandise and novelty products include, but are not limited to, T-shirts, programs, pictures, records, tapes, and miscellaneous show promotional items. A facility merchandise fee may be applicable. All negotiations to arrange for event sales and compensation procedures are to be directed to Dayspring Bank Event Center management.

## **Surface Drilling**

Floor, wall, and ceiling drilling are strictly prohibited.

## **PUBLIC SAFETY**

### **Capacities**

All rooms have a maximum occupancy which may not be exceeded. The Dayspring Bank Event Center reserves the right to deny further entry into these spaces in order to protect public safety.

### **Firearms**

It is the Dayspring Bank Event Center policy that personal possession of firearms is prohibited within the facility with the exception of law enforcement officers with jurisdiction. Dayspring Bank Event Center Management must be notified thirty (30) days in advance when firearms or weapons are being displayed as part of a show or exhibition. At no time may these firearms be loaded while on the premises.

### **Fog and Smoke Machines**

For public safety, fog/smoke usage is not allowed on Dayspring Bank Event Center property.

### **Hazardous Materials Labeling**

For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Any exhibitor/renter displaying or using hazardous chemicals must submit Material Safety Data Sheets and manifests to Dayspring Bank Event Center management no less than 60 days prior to event move-in.

### **Package Inspection**

For safety and security reasons, cartons, packages, or other containers brought in or removed from the Dayspring Bank Event Center may be subject to inspection.



## **Pyrotechnics**

The use of pyrotechnics is not allowed on Dayspring Bank Event Center property.

## **Safety and Fire Code Requirements**

The safety of all occupants of the Dayspring Bank Event Center is of primary concern. Any unsafe condition or activity should be immediately reported to the Dayspring Bank Event Center management and supervisory personnel of the responsible party for corrective measures. In case of an emergency, call 911.

## **Sound Levels**

Maintaining moderate sound levels will ensure that other events are not disturbed or interrupted. Dayspring Bank Event Center management reserves the right to require sound levels to be lowered if needed.

## **Security**

Doors, hallways, or fire exits cannot be blocked or obstructed when the area is occupied. Event security requirements must be submitted 30 days prior to event for approval by Dayspring Bank Event Center management.

## **Smoking/Vaping/Smokeless Tobacco**

As designated under the Nebraska Clean Indoor Air Act, the Dayspring Bank Event Center is a tobacco-free facility. The use of vape/e-cigarette products or tobacco in any form is strictly prohibited on the premises.

## **CONDUCT & COMPLIANCE**

### **Behavior**

Rude behavior towards Dayspring Bank Event Center staff or other hired staff will not be tolerated and will be reported to the Dayspring Bank Event Center management. Repeat offenders may be barred from use of Dayspring Bank Event Center facilities.

### **Americans with Disabilities Act (ADA)**

As a facility of public accommodation, the Dayspring Bank Event Center is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued thereunder. We also require our guests to comply with all provisions of the ADA.

## **Dayspring Bank Event Center Management and Staff**

Dayspring Bank Event Center management and staff will provide professional, efficient, and courteous service to its guests. Dayspring Bank Event Center management or their designated parties will:

- Contact renter following execution of event agreement if needed.
- Be the renter's primary Dayspring Bank Event Center liaison before, during, and after an event.
- Be responsible for gathering all event information and provide that information to all necessary Dayspring Bank Event Center employees.
- Generate an estimate and detailed report for renter's review and approval no later than 30 days prior to an event.

## **Hold Harmless Clause**

The individual, organization, or group, including the individual signing on behalf of an organization, agree to hold the Dayspring Bank Event Center and the Gothenburg Impact Center harmless from any claim or demand arising out of the use of the building by the organization or any claim or demand by any person on the premises by reason of the activity of or by the invitation of such organization and the undersigned agrees to reimburse the Gothenburg Impact Center for any legal expenses incurred by the Gothenburg Impact Center in defending such a claim.

## **Right to Refuse Service**

The Dayspring Bank Event Center shall not discriminate against any renter. The Dayspring Bank Event Center reserves the right to refuse entering into a rental agreement with any party who has previously failed to comply with the stated policies, terms and conditions, or contractual obligations to which they agreed.

## **Agreement with These Policies**

Signing below indicates you have read and agree to abide by these policies. Failure to do so may result in the assessment of additional fees or the inability to rent the Dayspring Bank Event Center for future events.

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*Signature of client/responsible party*

*Date*

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*Dayspring Bank Event Center Rep*

*Date*



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