



Event Reservation Terms and Conditions

902 12th Street | Gothenburg, NE 69138
www.GothenburgImpactCenter.com

Upon signing a reservation agreement, the Dayspring Bank Event Center and RENTER (responsible party) agree to the following terms & conditions, as well as all policies outlined in the Rental Policies:

1. The premises shall be at all times under the exclusive control of the Dayspring Bank Event Center management. The RENTER and their guests shall access only those portions of the Center designated on the reservation form.
2. Ceremony/Meeting/Reception rental fees include the use of chairs and tables as requested on the reservation agreement, along with one microphone and sound system. (\$400 replacement fee for microphone.)
3. All outside catering must be from the approved caterer list. Center staff will provide a list of approved caterers and will keep a copy of their license and insurance on file. Only approved caterers will have access to the full kitchen.
4. **Liquor cannot be brought into any part of the Event Center from outside sources.** **Violation of this policy will result in the RENTER being assessed a \$500 fine.** All bar beverages will be provided by the RENTER making arrangements with an approved bar vendor. Guests on the premises who are drinking to excess in the opinion of the bartenders or management will not be served additional alcoholic beverages.
5. No one under the age of 21 will be served alcohol - no exceptions. All bar service must conclude by 12:00 a.m.
6. Dayspring Bank Event Center is not responsible at any time for theft of or damages to properties brought in by or for the RENTER; including gifts, food, money box, coats, etc.
7. All candles must be contained, with all open flames at least one inch below the rim of the candle's container. Any wax damage to tables, floors or chairs will be billed to the RENTER.
8. **No decorations or items of any kind may be pinned, taped, stapled, or affixed in any way to doors, walls, windows, or ceilings.** The RENTER will be charged for any damage caused by such actions.
9. It is the responsibility of the RENTER to take down by the end of the rental period any and all decorations brought in, purchased or utilized. Any decorations or personal items remaining will incur additional days' rent until they are removed unless other arrangements are made.
10. RENTER understands that the use of vape/e-cigarette products or tobacco in any form is strictly prohibited in the entire facility.
11. At the signing of this agreement, the RENTER shall pay a non-refundable and non-transferable deposit with Cash, Check or Credit Card. All event rentals must be paid in full at least 72 hours prior to the event to guarantee access to the space.
12. **It is the responsibility of the RENTER to set up all spaces and to return all used areas to the way they were found** by completing the provided check list.

Signature of client/responsible party

Date

Dayspring Bank Event Center Rep

Date