

# K-Town Shakedown Facility Rental Agreement



K-Town Shakedown  
3715 29th Ave. Suite A1  
Kearney, NE 68845  
308-830-1690

The following information is requested by the K-Town Shakedown, LLC to assist in the review and consideration of your request to rent the main facilities. The accuracy and completeness of this application is very important. Be as detailed and specific as possible. Incomplete information will delay review of your application. All requests are on a first-come, first-serve basis and no date will be reserved until the K-Town Shakedown approves this rental request. There is no binding commitment until a Facility Rental Agreement has been signed and all fees are collected. This agreement is to rent the forward portion of K-Town Shakedown's facility. The office, piano studio, and Aerial Yoga studio are not included and are off limits to renter's and guests.

### PRIMARY CONTACT AND/OR ORGANIZATION

Name: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax #: \_\_\_\_\_

### DAY OF EVENT CONTACT PERSON (Only if different from primary)

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### EVENT TYPE:

Family/Social Gathering       Business Meeting       Class/Seminar/Workshop  
 Wedding       Wedding Reception       Graduation Reception  
 Other \_\_\_\_\_

Event Name: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Requested Day of Week: \_\_\_\_\_

Month: \_\_\_\_\_ Date: \_\_\_\_\_ Year: \_\_\_\_\_

Time From \_\_\_\_\_ to \_\_\_\_\_ Total Time: \_\_\_\_\_

(includes set up & clean up)

(fee based on total time of rental)

### EVENT DETAILS:

Please check "yes" or "no" to each of the following. If you mark "yes" to any item, please provide details under the "Event Description" below (some items may require written authorization, additional fees, and/or proof of insurance).

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Is your event open to the public: YES\_\_\_ NO\_\_\_  
Are you planning to charge registration/admission fees: YES\_\_\_ NO\_\_\_  
Will you be selling food or beverages: YES\_\_\_ NO\_\_\_  
Will there be live or amplified music: YES\_\_\_ NO\_\_\_

Are you hiring a third party vendor: YES\_\_\_ NO\_\_\_  
Will you be decorating the facility (restrictions apply): YES\_\_\_ NO\_\_\_

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

i.e.: Third party vendors(caterers, musicians, add flier, extra sheet if necessary, etc.)

Failure to disclose all event information may result in forfeiture of all/some of the deposit. Incomplete information will delay the processing of your application and may result in loss of your requested dates/times.

Please **initial** the following items to acknowledge you have read and understand the following restrictions:

- \_\_\_ I am aware I am responsible for my own set-up and cleanup. Nothing can be placed in building prior to scheduled rental time and nothing is to be left in the building after scheduled rental time. K-Town Shakedown, LLC is not responsible for items left in the building and does not provide storage. Only the room(s) reserved on contract can be used.
- \_\_\_ I am aware I must not arrive earlier than my rental time noted on my Rental Contract or stay later than what is noted.
- \_\_\_ All youth groups must have an approved number of adult sponsors present at all times.
- \_\_\_ No smoking or tobacco products are allowed inside the facilities.
- \_\_\_ No alcohol is allowed inside the facilities.
- \_\_\_ Cancellation policies: Please inform K-Town Shakedown, LLC at 308-830-1690 if you cancel your reservation. No refunds will be given if less than 30-day notice is given. Prior to 30-days there is a \$30.00 cancellation fee.
- \_\_\_ The K-Town Shakedown, LLC has sole discretion and authority to restrict or refuse the use of the facility to any group or individual.
- \_\_\_ Signs or decorations may not be attached to the building. We suggest table decorations, plants or balloons.
- \_\_\_ I am aware I will receive a "Rental Procedure" page and agree to abide by all items listed (if applicable).

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**IMPORTANT – READ BEFORE SIGNING:**

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the K-Town Shakedown, LLC. The applicant further agrees that in consideration of being permitted to use said facilities, he/she and the group will defend, indemnify and hold harmless the K-Town Shakedown, LLC, and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of the facilities.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Below will be completed by authorized representative of K-Town Shakedown, LLC

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Approved With Special Instruction (see attached)**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_