

Keystone Business Center Rental Policy

The Keystone Business Center (KBC) has the following facilities available for community use and rental for events include: Dining Room, Lobby, Mezzanine and Training Room are available for rental year-round. Approval from Events coordinator and extra holiday charge is applied the following holidays: Easter Sunday, July 4th, Thanksgiving Day, Christmas Eve and Day, and New Year's Eve and Day.

Rental

All rental areas will be reserved on a first come, first served basis for rental dates. Reservations will be accepted up to eighteen (18) months in advance. No event date may be reserved or held without a signed rental agreement and refundable damage deposit. The attached rates are figured on a full day and half-day basis. Full day rental consists of an 8-hour block and a half-day rental consists of a 4-hour block. Overnight rental is also available.

Hours of Use

Dining Room and mezzanine are available for rent from 7 a.m. until 12:00 midnight (the event itself must end by 11:30 p.m. to allow for clean-up and closing by midnight) with the exception of Sundays. Lobby may not be available during regular business hours, please contact the event coordinator for exceptions. The facilities are available for events on Sundays from 12:00 p.m. to 12:00 midnight. Set up may begin before 11:00 a.m. on Sundays with the approval of the Event Coordinator. ***Access to the KBC must be arranged with the Events Coordinator.***

Training room reservations will be taken from 7:00 a.m. until 10:00 p.m.

Capacity

Room	Capacity w/ tables	Capacity with Chairs only	Standing only
Dining Room	99 - 120	Up to 120	230
Lobby	Up to 60	n/a	190
Mezzanine	32	n/a	140
Training room	24		n/a

Diagrams are available upon request.

Equipment

Equipment available for Dining Room, Lobby and Mezzanine:

130 chairs

12 - 60" round tables (seats 8)

5 - 48" round tables (seats 4-5)

2 - 6ft rectangle tables (seats 6-8)

No KBC furniture may be used outside.

Equipment available for Training room:

12-Tables, 28 Chairs, 5 Laptops, 2 Tablet PCs, LCD projector and screen, Polycom speaker phone and Teleconference Camera

Set-up and Clean-up

Set-up of tables and chairs:

Option 1:

Charge \$0.25/chair and \$2.50/table. This includes set up of KBC's table and chairs only.

A set-up diagram must be received in the Events Coordinator's office one week prior to the event.

Option 2:

The user is solely responsible for all set-up and take down of tables and chairs. Additional \$100 security deposit will be charged for this option. Tables, chairs or furniture items may be brought into the KBC from home or rental companies with prior approval from the Events coordinator. A KBC staff member, board member, or volunteer will be available to answer your questions but NOT to move tables, chairs, or any equipment. No furniture in the KBC may be moved without the permission from a KBC staff member. No wall fixtures or pictures can be removed. We must ask for no exceptions. Public doors and corridors may not be blocked in any way and the KBC reserves the right to determine and enforce basic safety standards and accessibility to exits.

Clean-up

The user is solely responsible for clean-up of the areas rented. This includes all tables, chairs, floor markings, decorations, rental items, personal belongings, catering, bartending, musician, florist activities, etc. The user must ensure that the caterer has cleaned the serving kitchen if it has been used. A KBC staff member, board member, or volunteer will be available to answer your questions but NOT to move tables, chairs, or any equipment. No furniture in the KBC may be moved without the permission from a KBC staff member. No wall fixtures or pictures can be removed. We must ask for no exceptions. Public doors and corridors may not be blocked in any way and the KBC reserves the right to determine and enforce basic safety standards and accessibility to exits.

The facility must be returned to its original condition. All trash and debris from the event must be double-bagged and ready for pick-up. A KBC staff person or representative will be available during the event to answer any questions about cleaning. The KBC representative will approve the condition of the facility at close of the event and will advise the renter of any possible cleaning charges.

If the event clean-up has not concluded by the end of the rental time, a minimum of \$100 will be charged or held from any security deposit to be returned. Additional fees for the security officer or staff also may be required.

Storage: The KBC does not provide storage space. All materials needed for your event must be brought at the time of your set-up and removed immediately after your event. The KBC shall not be liable for any loss or damage of items left at the KBC.

Walkthrough: A final walkthrough two (2) weeks before the event is highly recommended. It is important that this walkthrough is scheduled during our regular office hours at the KBC. At this time, planning should be done and set-ups explained to the KBC staff. The renter agrees to take the utmost care not to damage the facility. The renter will be held solely responsible for any and all damage to the building, equipment, fixtures, and furniture arising out of use of the premises.

Decorations

Interior Decorations:

1. Decorations are limited to tabletop or freestanding elements.
2. No decorations may be placed on the walls, doors, furnishings, windows, or hung from the ceiling by use of tape, staples, nails, or other methods.
3. No public door or corridor may be blocked in any way.
4. Small candles or tea lights may be used if they are enclosed in glass and placed a reasonable distance from anything flammable. Luminaries are not permitted. An open flame of any type is strictly prohibited in the KBC.
5. Electrical connections and special lighting must be approved by the KBC staff in advance of your rental. If approved, the installations must be done under the supervision of KBC staff.
6. Rice, paper, bird seed, glitter, silly string, bubbles, flower petals, balloons and confetti may not be used at the KBC without prior approval from the event coordinator.
7. Any and all decorations must be removed and disposed of immediately following your event at the KBC.
8. All personal and rented property must be removed immediately following your event. Exceptions may be made only if prearranged with KBC staff.

Exterior Decorations:

1. No decorations or signs can be placed over existing KBC signage. There are no exceptions to this.
2. Luminaries are not permitted. An open flame of any type is strictly prohibited on KBC grounds, including the front and back entrances.
3. No vehicles or horse-drawn carriages may be pulled upon the sidewalk in front of the KBC. This is a public sidewalk and should not be blocked in any way.

Florists, Floral Arrangements

Floral arranging space is not available at the KBC; arrangements must be assembled prior to arrival at the KBC for your event. Floral guidelines are:

- Vermiculite cannot be used in arrangements.
- A plastic liner needs to be used with all floral arrangements to contain water that may drip onto the furniture, floors, etc.
- Place clear plastic or mats under arrangements that contain moss.
- Garlands can be secured to banisters inside the KBC if attached with pipe cleaners. Tape and uncovered wire cannot be used.
- Furniture cannot be moved or rearranged without permission and supervision of KBC staff.
- Small candles or tea lights can be used if they are enclosed in glass and placed a reasonable distance from anything flammable. Luminaries are not permitted. An open flame of any type is strictly prohibited in the KBC.
- Should circumstances require any items be left after an event, special arrangements must be made with KBC staff. The KBC will not be responsible for any items delivered to or left at the KBC.

Food Service/Catering

You are welcome to use any licensed catering service. Caterers should comply with all city, county, and state foodservice and/or health regulations and laws. They must have proof of their license. Caterers are required to do a site inspection of the kitchen facilities prior to the event. Private parties are not required to have a caterers license when providing their own food to their guests at no charge. The kitchen includes a sink and garbage cans. The following rules apply to the rental of the KBC:

- When bringing in and removing equipment from the KBC, use the back door only.
- All cooking must be done off-site.
- There is No Garbage Disposal; please do not put any food down the drain.
- All beverages must be served in a glass or cup (glass or plastic ware).
- Remember to bring basic supplies, such as trash bags, paper towels, etc. Trash is to be double-bagged for pick-up.
- All catering and food supplies must be removed at the end of the event. The KBC is not responsible for any items left on the premises.

Alcohol Use Policy

All state and local laws governing alcohol use are applicable. The event must follow the KBC's regulations:

1. The renter and/or caterer are responsible for all permits.*
2. All alcohol must be supplied by and served by a caterer who is licensed* to do so.
3. An open bar where guests serve themselves is not allowed. An appropriately licensed* caterer must provide someone to tend bar and oversee alcohol consumption.
4. Liability for alcohol service and consumption is assumed by the renter. The KBC assumes no liability for alcohol service or consumption.
5. No serving or consumption of alcohol is allowed in cars or outside.

6. No alcohol service may be made to minors
7. Alcohol service must conclude no later than 11:00 p.m.

*Private parties are not required to obtain a liquor license when providing alcohol beverages to their guests at no charge.

No Smoking

The KBC is a smoke-free environment. Smoking is prohibited in the KBC as well as on the front and rear accessible entrances except at designated smoking areas with sand-filled receptacles. No cigarette butts may be extinguished on the front entrance or at the rear accessible entrance.

Music and Dancing

Music, dancing and bands are allowed with the approval from the Events coordinator.

Printed Material

For events that are open to the public, the renter must be careful to make the distinction between events that are sponsored by the KBC and events that are merely taking place at the KBC. Therefore, promotional materials relating to your event that reference the KBC must be submitted to the KBC for approval of copy before they are put in their final printing stages.

Security

Whenever there is an event in the KBC, a KBC representative must be available. This person will assist with general facility usage in order to ensure successful facility use. KBC staff is responsible for locking/securing the building. The KBC reserves the right to make the final determination on the need and the timeframe for a security officer based on the individual event.

Liability

The KBC will not be liable to the user, its guests, agents, performers, or employees for any personal property. Additionally, it is the sole responsibility of the user to follow all applicable local, state, and federal safety rules and regulations and to maintain safe conditions for workers, activity patrons, guests, and the public.

Insurance

The KBC requires adequate liability insurance from you and any caterer you have hired. Please refer below for the requirements.

Renter: Certificate of insurance showing general liability limits.

Caterer (Food & Alcohol): Certificate of insurance showing General and Automotive Liability limit.

All certificate(s) of insurance shall be provided to your Events Planner 10 business days prior to your event.

Payment Terms

One half of the rental fee and refundable damage deposit is due at the signing of the rental agreement to reserve the date. The balance of the rental fee is due within 14 days of the event. We accept personal checks, cash and credit cards.

If you wish to reserve a date less than two week prior, the rental fee and deposit are due at the time of reservation.

Cancellation Policy

We understand that sometimes it becomes necessary to cancel a scheduled event. Please contact the KBC as soon as possible when you need to cancel. Extenuating circumstances will be considered on an individual basis.

Refunds: We will return fifty percent (50%) of the entire rental fee upon cancellation of the agreement up to fourteen (14) days prior to the date of the event. Cancellations within 14 days of the event will receive no refund, extenuating circumstances notwithstanding.

Damages

In the event that damages to the KBC are incurred by your event, you will be charged for the cost of repair for any damages that your event in excess of your deposit. Payment will be expected no later than thirty (30) days later.

KBC Facility Rentals

Policies and Prices*

Updated July 15, 2011

Dining Hall (99)	Public and For-Profit	Non-Profit/Tenants
½ Day	\$150.00	\$ 75.00
Full Day	\$300.00	\$150.00
Overnight	\$100.00	\$ 50.00
Deposit \$200.00 + \$100.00 if KBC does not do set up** (Weddings may rent day before after 2:00pm for \$100.00)		

Lobby (43)

½ Day	\$ 50.00	\$40.00
Full day	\$100.00	\$75.00
Removal of furniture \$50.00		
Deposit \$100.00 + \$100.00 if KBC does not do set up**		

Mezzanine (32)

½ Day	\$ 50.00	\$25.00
Full Day	\$100.00	\$50.00
Deposit \$100.00 + \$100.00 if KBC does not do set up**		

Training Room (22)

½ Day	\$100.00	\$ 50.00/\$0
Full Day	\$200.00	\$100.00/\$0
Technology Fee may apply		
Deposit \$100.00**		

Conference Room

Only available to building tenants and incubation clients.

Holidays

Additional fee and approval from Events Coordinator will apply to the following holidays:
Easter Sunday, July 4th, Thanksgiving Day, Christmas Eve and Day, and New Year's Eve and Day

Payment/Contract

- Deposit, 50% of the rental fee & signed rental agreement is required to reserve date
- Paid in full 14 days prior to event
- If you reserve a date less than two week prior, payment is due at the time of registration

* prices subject to change

**If renting more than one room, your deposit may be reduced per event coordinator

Invoice: _____
Name

Address City State Zip

Contact Person Date & Time of Event Type of Event

Number of Attendees Room(s)

Room Rental Fee* Room Deposit* Self Setup Deposit* Table & Chairs Setup/Tech Fee/Removal Fee*

Return Deposit to: _____
Name

Address City State Zip

Equipment Requested

Notes: _____

Phone: _____

Host(s) Name: _____ Cell Phone: _____

I agree to the terms of this Rental Policy at the Keystone Business Center and will adhere to the regulations stated:

Renter

Date

KBC Staff

Date

Jamie Mockry, KBC Event Coordinator
McCook Economic Development Corporation
PO Box 626, McCook, NE 69001
308-340-6332 or 308-345-1200

*Prices are approximate and subject to change

Authorization For Use Of Name/Images

We/I _____, do hereby grant or deny permission to McCook Economic Development Corporation (MEDC) to use my name and/or images, as marked by my selection below. Such use includes the display, distribution, publication, transmission, or otherwise use of my name, photographs, images, and/or video taken for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images for the use of promoting the Keystone Business Center.

Deny permission to use my name/images at all

Grant permission to use my name/images

Signature _____ Date _____

Signature _____ Date _____