

# Keystone Business Center

## Rental Policy

### Updated September 29, 2015

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 4<sup>th</sup>, 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	60	Up to 110	190
Mezzanine	32	n/a	140
Training room	24	50	n/a

***\*The dining room will not be available for events after December 5th.***

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, 3 Laptops, LCD projector and screen, Polycom speaker phone and Polycom Teleconference Camera system, (there is no charge for the use of the tables and chairs in the training room)

**Effective 03/24/15 – KBC tables and chairs will carry the following rental fee:**

**\$4.50 per table**

**\$1.25 per chair**

**Plus a set up charge of \$2.50 per table and \$0.25 per chair if set up is required.**

### **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 facility must be returned to its original condition. All trash and debris from the event must be double-bagged and deposited in the dumpster behind the building. 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. There is no kitchen access except for the hand sink and mop closet. Private parties are not required to have a caterers license when providing their own food to their guests at no charge. The following rules apply to the rental of the KBC:

- All cooking must be done off-site.
- 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 and deposited in the dumpster behind the building.
- 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 south accessible entrances except at designated smoking areas with sand-filled receptacles.

No cigarette butts may be extinguished on the front entrance or at the south 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\*

	Public and For-Profit	Non-Profit/Tenants
½ Day	\$150.00	\$ 75.00
Full Day	\$300.00	\$150.00
Overnight	\$100.00	\$ 50.00

Removal of furniture fee may apply  
Deposit \$200.00 + \$100.00 if KBC does not do set up\*\*  
(Weddings may rent day before after 2:00pm for \$100.00)

***\*The dining room will not be available for events after December 5th.***

### Lobby

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

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

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

\*\*\*There is no charge for tenants wanting to use the training room, only if the use is directly related to the tenant's business.

Invoice: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contact Person Date of Event Time of Event

\_\_\_\_\_  
Type of Event # of Attendees Room(s)

\_\_\_\_\_  
Room Rental Fee\* Room Deposit\* Self Setup Deposit\* Tech Fee/Furniture Removal Fee\*

\_\_\_\_\_  
# of tables @ \$4.50 each\* # of Chairs @ \$1.25 each\* Setup fee for tables @ \$2.50 Setup fee for Chairs @ \$0.25

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  
402 Norris Avenue, Suite 301, 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 \_\_\_\_\_