

KBC Facility Rentals

Policies and Prices*

Updated July 7, 2020

	Public and For-Profit	Non-Profit/Tenants/MEDC Voting Members
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**		
Shorter sitting fee available for photography. Contact Event Coordinator for details.		
Mezzanine		
½ Day	\$ 40.00	\$25.00
Full Day	\$ 80.00	\$50.00
Deposit \$100.00 + \$100.00 if KBC does not do set up**		
Shorter sitting fee available for photography. Contact Event Coordinator for details.		
Training Room		
½ Day	\$60.00	\$30.00/\$0***
Full Day	\$120.00	\$60.00/\$0***
Technology Fee may apply		
Deposit \$100.00**		
Conference Room		
½ Day	\$ 40.00	\$30.00
Full day	\$ 80.00	\$60.00

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* Tech Fee/Furniture Removal Fee*

of tables @ \$4.50 each* # of Chairs @ \$1.25 each* Total – Payable to MEDC

Return Deposit to: _____

Name Address City State Zip

Equipment Requested

Notes: _____

E-mail: _____

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

Andy Long, KBC Event Coordinator
McCook Economic Development Corporation
402 Norris Avenue, Suite 301, McCook, NE 69001
308-345-1200

*Prices are approximate and subject to change