



Norfolk Arts Center
 305 N. 5th Street
 Norfolk, NE 68701
 (402) 371-7199
 info@norfolkartscenter.org

Norfolk Arts Center Rental Contract & Guidelines

All rental agreements are subject to approval by the Board of Directors. Norfolk Arts Center (NAC) reserves the right to refuse rental for any reason.

Your reservation is not held until a rental agreement is completed and submitted along with a deposit. The deposit is non-refundable.

Reservation is confirmed upon final approval of this form. Signature on this rental contract acknowledges acceptance of the Facilities Use Guidelines. Please read and accept the Guidelines before signing this contract.

The Building

NAC is open Tuesday through Friday from 10 A.M. to 6 P.M., and Saturday from 10 A.M. to 4 P.M. Events taking place outside of regular business hours must end at midnight and require staffing by a coordinator of the NAC.

Gallery Rental (within business hours)*

Non-refundable deposit due upon contract signing: \$250

Includes space in the Atrium, Sculpture Garden, and use of the Kitchen
 The gallery can hold 120 people seated at 12 tables.
 Actual capacity depends on table selection and configuration.

Rates: 1-4 hours (incl. set-up/clean-up)	\$500
Additional hours	\$100/hour

Atrium Rental (within business hours)*

Non-refundable deposit due upon contract signing: \$125

Includes use of the kitchen
 The Atrium can hold 50-80 seated or more with standing/cocktail table set-up.

Rates: 1-4 hours (incl. set-up/ clean-up)	\$250
Additional hours	\$50/hour

Garden Rental (within business hours)*

Non-refundable deposit due upon contract signing: \$75

Includes use of the Kitchen
 The Garden can hold 50-75 seated or more with standing/cocktail table set-up.

Rates: 1-4 hours (incl. set-up/clean-up)	\$150
Additional hours	\$50/hour

Boardroom & Classroom Rental (within business hours)*

Non-refundable deposit due upon contract signing: \$50

Includes use of the Kitchen
 The boardroom/classroom can hold 50 people.
 Actual capacity depends of table selection and configuration.

Rates: 1-4 hours (incl. set-up/clean-up)	\$75
4-6 hours	\$100

Rental Guidelines

Renter shall waive all claims for injury or damage to person or property resulting from or during the event.

Renter is responsible for set-up, tear-down, and clean-up after event. NAC’s event coordinator will be available to assist on a limited basis. Any clean-up or damage that remains will be billed to the renter.

NAC is a smoke-free facility inside and out.

***If you are scheduling an event outside of business hours we charge a staffing fee of \$25 per hour.**

Food and Beverage

Renter must provide their own caterer and alcohol service. NAC must approve the caterer and be given their contact information at least 60 days before the event.

NAC does not provide service staff for catered events. It is the responsibility of the renter to coordinate food and beverage service with their caterer: including delivery, setup and cleanup.

Alcohol may not leave the building and must not be served to persons under 21 years of age. NAC reserves the right to remove individuals from the premises that are intoxicated. All Nebraska liquor laws must be followed at all times.

Use of the kitchen is included with your rental. Meals may not be prepared in the NAC kitchen, but there is a refrigerator, freezer, microwave and sink available for your caterer.

NAC has some equipment available for rental; including Tables (Round), High Top Tables, Linens, Stage, Bar, Piano, and Kitchenware. If you choose to rent our pieces, a completed equipment rental form must be submitted 30 days prior to the event.

Decorations

No posters, charts, signs, decorations or other items may be attached to walls, doors, and pillars or hung from the ceiling or lighting fixtures. **The safety of the artwork is of paramount importance and must be attended to at all times.**

Candles must be in a votive-type container with at least a 2" chimney.

No glitter or confetti is allowed in the building.

Deadlines

60 days prior

-NAC must be notified of contracted caterer

30 days prior

-Equipment rental form must be completed and submitted to NAC to guarantee availability

14 days prior

-All times, vendors, setup plans and requirements must be submitted to NAC by the renter or via a contracted vendor.

Signature of renter

Signature of NAC representative

_____ date

_____ date