



Facility Rental Agreement Form

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Event Name:	Contact Person:
Sponsor/Group:	Phone:
Event Date:	Email:
Event Time:	Address:
Setup Time:	# attending:

Facility Requested: (See contract for details)	Cost
Classroom (\$75 1-4 hrs. \$100 for 4-6 hrs.)	
Boardroom (\$75 1-4 hrs. \$100 for 4-6 hrs.)	
Garden (\$150 1-4 hrs. \$50/hr. for add. hrs.)	
Atrium (\$250 1-4 hrs. \$50/hr. for add. hrs.)	
Gallery (\$500 1-4 hrs. \$100/hr. for add. hrs.)	
Kitchen (Included with all rentals)	
Subtotal Rental Fee:	

Caterer Information:
Name:
Address:
Phone:
Email:
Additional Requests:

Item:	Cost:	Quantity	Total:	Details:
Tables (Round) + 8-10 chairs	\$10/table			
High Top Tables	\$10/table/ped.			
Linens	\$10/linen			
Stage	\$20/section			
Bar	\$20			
Piano	\$50			
Kitchenware*	\$50			
For 10-50 people				
For 50-150	\$100			
For 150+	\$250			
Set up Fees:				
Gallery Set Up Fee:	\$25/hour			
Special Boardroom Set-Up (i.e. round tables, pods, ect.):	\$25/hour			
*If using our kitchenware, we require you hire our dishwasher for \$15/hour. See staff for details				
Subtotal Equipment & Set-Up Fees:				

After hours staffing fee: \$25/hour	# of hours	Total:
Staff working event:		
Subtotal Staffing Fee:		

For Office Use Only:		
Facility Rental Subtotal:		
Equipment & Set-Up Subtotal:		
Add. Staffing & Other Fees:		
Discount (if applicable):		
Total:		
Deposit Received:		Date:
Amount Due:		Date:
Total Invoiced:		Date:
Payment Received:		Date: