



Howells Ballroom, Inc.

515 North Street
Howells, NE 68641

Facility Rental Agreement – Howells Dodge High School Graduation

The following policies are incorporated by reference in this agreement.

Howells Ballroom can accommodate up to Eight (8) graduation groups for a maximum capacity of 500 people. Rentals include the use of the main lobby area, ballroom, bar and restroom facilities. The ballroom rental fee of **\$100 per graduating student covers a (1) day rental period**: Setup is allowed the afternoon before the day of the Howells-Dodge graduation ceremony.

A **non-refundable** deposit of \$100 must be made to reserve the date. The balance is due upon receipt when the reservation is made.

Additionally Insured: Private rental parties must provide a copy of a Certificate of Insurance with a minimum coverage of \$500,000. Please submit 14 days prior to the function.

KITCHEN

Howells Ballroom kitchen offers the use of two ovens with stove tops, one microwave, counter space, dishwashing sinks, and refrigeration space similar to two full size refrigerators. Any appliances, utensils or kitchen items used must be washed and cleaned. The Kitchen rental fee of \$100 will be split between the graduating parties wishing to utilize the kitchen.

BAR

The bar will not be open for graduation events. No alcohol of any type can be brought into the ballroom as it will not meet Liquor Liability Insurance requirements. Alcohol and beer must be purchased through the ballroom and worked out with the Ballroom Manager in advance. **NOTE: We will sell the beer, wine and spirits at a slight markup above our costs. Ice will be provided. Cups, mixers, sodas, etc. will be the responsibility of the renters.**

Condition

The building must be left in the same condition as it was found; all trash must be removed from the premises and placed in the trash receptacles provided east side of the facility. Floors will be mopped by the Ballroom Facilities Manager, but the floor must be swept. All table and chairs must be placed back on the carts. **NOTE: Chairs are to be stacked 12 high, no more or less. Also, please ensure the tables are wiped down and DRY before stacking on the table racks.**

Decorations

Decorations may not be affixed to walls or doors of the ballroom.

There are wires provided to hang decorations inside the ballroom. All wiring must be left clean and no tape fragments left on the wiring after decorations have been removed. Failure to leave the wiring clean will result in an additional minimum \$50 cleaning fee added to your final bill.



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No open flames are allowed in accordance with building fire codes. Wax candles standing by themselves may not be used. Small candles may be permitted as decorations provided; they are covered. Allowable types include votive candles, floating candles, or taper candles with glass covers. Consideration for fire safety must be given when combining floral arrangements with votive candles for centerpieces and other floral arrangements. No sparklers or fireworks are permitted inside of the Ballroom. Any use of sparklers or fireworks outside of the Ballroom, but on the Ballroom premises, must be in written approval by the Ballroom Manager.

No confetti (mylar or paper) or glitter of any kind may be used, if it will leave a lasting impression in the Ballroom. Balloons may not be used, as they may become entangled with the ceiling fans and Ballroom ventilation system.

Audio/Visual

An audio PA system is available for your use. We have two handheld wireless microphones and one hard wired mic. Visual aids include, use of the projector, televisions mounted on the side walls and one in the kitchen. Direct computer connection using HDMI and internet connection. Hulu is also provided as a selection, and if you have a YouTube or Vimeo type account you may connect it.

Internet

Password to the internet connection is "Ballroom" and the Howells Ballroom cannot be held accountable for failures in internet connection or service.

ATM

An ATM is available for use on the premises.

Parking

Parking is on the street to the east and north of the ballroom. Please "No Parking" to the south of the ballroom across the street as this is private property.



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AGREEMENT

Name of renter; person or organization _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Date reserved: _____

Hours reserved: _____

Type of activity: _____

Number of persons expected to attend: _____

Bar? Yes No

Kitchen? Yes No

Executed at Howells Ballroom, Inc, this ____ day of _____, 20__

Howells Ballroom Signature: _____

Renter Signature: _____

Howells Ballroom ONLY Deposit fee: _____ Certificate of Ins: _____ Final Payment: _____

Ballroom Manager:

Rhonda Bartling

Cell Phone: 402-649-0369

Email: HowellsBallroom@gmail.com

Thank you for choosing the Howells Ballroom!!!