

Howells Ballroom, Inc.

515 North Street
Howells, NE 68641

Facility Rental Information – Event/Private Party (Wedding)

Thank you for your interest in renting Howells Ballroom. The following policies relative to renting the Howells Ballroom are incorporated by reference in this agreement.

BALLROOM

Howells Ballroom can accommodate up to 550 persons for a seated dinner (additional seating is possible, but the Howells Ballroom only have enough chairs and tables for 550). Rentals include the use of the main lobby area, ballroom, bar and restroom facilities. The ballroom rental fee of **\$700 covers a two (2) day rental period, Friday and Saturday**: One day (Friday) for set up, one day for your function (Saturday), and one half ending at 1:00pm noon for dismantle, remove your belongings and cleanup (Sunday). An additional day for the function will be charged at the rate of \$50 per day, as allowed/approved by ballroom manager.

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 \$75 for the two day rental period.

BAR

Howells Ballroom bar offers a wide selection of beer and spirits. If you require the use of the bar, **it must be staffed by our certified bartenders to meet our liquor liability requirements. Bar tenders MUST be on our payroll to meet liquor liability requirements.**

The Howells Ballroom will provide two bartenders for your event, if you need more than two bartenders, the bar has a fixed rate of \$10 per hour per bartender. Please negotiate the number of bartenders required and the serving times for your event a minimum of 14 days prior to your event.

We offer a number of solutions for your event ranging from Cash bar, Open bar where we keep a running tab or presold Drink Tickets that you may disperse to your patrons, or any combination of these. Please plan the details in advance with the Ballroom Manager.

No alcohol of any type can be brought into the ballroom as it will not meet Liquor Liability Insurance requirements. If you need special items such as champagne for toasting, it must be purchased through the ballroom and worked out with the Ballroom Manager in advance.

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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.

Decorations

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

There are three large cork boards located in the main lobby entrance, as well as, 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 \$50 cleaning fee added to your final bill.

Wax candles standing by themselves cannot be used as they will not meet fire code. Small candles may be used if they are in a container of some type.

Balloons are not to be used as they get into the ceiling fans.

Heating/Cooling

Heating and cooling controls are managed ONLY by the Ballroom Manager. Contact the staff during an event should you feel it is too cool or warm. In the event you need the Air Conditioning to be turned on prior to your event for set up, there is a daily charge of \$_____.

Audio/Visual

An audio PA system is available for your use. We have two handheld wireless microphones and one hard wired mic.

Visual aides include, use of the projector, televisions mounted on the side walls and one in the kitchen. Included is a DVD blueray player, two separate Dish Network Satellite channels can be played at the same time, Apple TV connection, direct computer connection using HDMI and internet connection.

Internet

Password to the internet connection is ONLY to be used by the personnel paying for the event and is not to be shared with the public. Connection speeds will be VERY slow if the password is shared and the Howells Ballroom cannot be held accountable for failures in internet connection or service in the event of password release.

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: _____ Final Payment: _____

Ballroom Manager:

Rhonda Bartling

Cell Phone: 402-649-0369

Home Phone: 402-986-1757

Email: HowellsBallroom@gmail.com

Thank you for choosing the Howells Ballroom!!!