



# Howells Ballroom, Inc.

515 North Street  
Howells, NE 68641

## Facility Rental Agreement – Single Day event (Over 4 Hours)

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The following policies are incorporated by reference in this agreement.

Howells Ballroom can accommodate up to 700 people. Rentals include the use of the main lobby area, ballroom, bar and restroom facilities. The ballroom rental fee of **\$300 for a Single Day event over 4 hours in duration rental period**: An additional set-up day for the function will be charged at the rate of **\$100 per day**, as allowed/approved by ballroom manager.

A **non-refundable** deposit of \$250 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**

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 \$12 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.

### **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



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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.

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!!!**