



Hickman Community Center
115 Locust Street, Hickman, NE
Application for Multipurpose Room (Gym Only)
NO ALCOHOL OR FOOD – ATHLETIC RESERVATION

This application must be approved and filed with the Hickman Activities Coordinator at 115 Locust Street, Hickman, NE at least seven (7) days prior to event without alcohol. In respect for residents in the neighborhood of the event, note the following time schedules: Sunday-Thursday events end at 10:00 pm, Friday and Saturday events end at 12:00 am.

NO ALCOHOL IS PERMITTED WITH THIS APPLICATION.

(Scanned copies will be accepted, email to activities@hickman.ne.gov)

Date of Event: _____

Event Name: _____

Primary Contract Holder: _____ Phone: _____

Full Mailing Address: _____

Email: _____

Secondary Contact Person: _____ Phone: _____

Full Mailing Address : _____

Email: _____

Please describe activities included in this event:

Start date/time requested to access facility for set-up: _____

End date/time requested to leave facility after clean-up: _____

Estimated number of participants: _____

FOOD

Will there be food served at the event? () YES (X) NO

Note: Only water with a sealed lid is permitted during athletic reservations.

ALCOHOL

Are you planning to have alcoholic beverages as part of the event? () Yes (X) No

•If alcohol will be available/consumed during the event, a separate application with the City of Hickman and the Nebraska Liquor Control Commission is REQUIRED to procure a Special Designated Liquor License (SDL). Please contact the City Clerk for application or questions regarding the application at 402-792-2212.

Will audio/visual equipment be requested or other special provisions?

Do you require the exclusive use of the facility for your event? () Yes () No

If yes, explain: _____

I have received and reviewed the Rental Guide, Basic Rules & Cancellation Policy _____
 (Initials)

By signing this application, I acknowledge and ensure that every participant attending this event will sign a *City of Hickman Waiver and Release of Liability* Form or I will provide Proof of Insurance ACCORD Certificate naming the City of Hickman as Additional Insured.

Print Name (Applicant)	Signature
Address, City , State, Zip	Phone

Office Use Only

Signature of City Staff _____ Print Name _____ Date _____

<u>Rental Fees</u>		<u>Damage Deposit</u>	
Date 100% Rental Fees Received:		Date Damage Deposit Received:	
Check # or Payment Type:		Check #:	
Receipt #:		Receipt #:	

<u>Given to Applicant by City Staff:</u>			
Rental Guide, Basic Rules & Cancellation Policy	[]		
Insurance Requirements	[]		
Application for Permission to Consume Alcohol	[]		
Waiver & Release of Liability Form	[]		

Event Type: _____

Multipurpose Room (Gym Only) – Athletic Reservation – No Alcohol or Food

\$25.00 Per Hour Rental Fee

100% of Rental Fee is due to reserve the date.

Includes use of Multipurpose Room as printed below.

No Deposit Required.

Only water with a sealed lid is permitted during athletic reservations.

All participants must sign a *City of Hickman Waiver and Release of Liability* Form or Primary Contract Holder (Applicant) must provide Proof of Insurance ACCORD Certificate naming the City of Hickman as Additional Insured.

Multipurpose Room

- 103' x 68'
- Maximum Room Occupancy 680
- Tables and chairs for 400 included
- 6 Basketball Hoops/Balls
- Volleyball Net/Balls (1 court, available by request)
- Pickleball (1 Net, 4 Paddles, and 2 Balls - available by request)
- Dodge Balls (available by request)
- 8' Loading Dock Door
- Outdoor Patio
- Water Fountains
- Restrooms