



Hickman Community Center
115 Locust Street, Hickman, NE
Application for Meeting Room 128A Rental – Without Kitchen

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 and twenty-one (21) days prior to the date of the event if serving of alcohol is requested. 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.

(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 () NO

•If yes, Name of Caterer: _____

Phone: _____

ALCOHOL

Are you planning to have alcoholic beverages as part of the event?

() Yes () 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)

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 #:	

Given to Applicant by City Staff:

Rental Guide, Basic Rules & Cancelation Policy			
Insurance Requirements			
Application for Permission to Consume Alcohol			
Waiver & Release of Liability Form			

Event Type: _____

Meeting Room 128A – Without Kitchen

\$30.00 Rental Fee

Three-hour rental period for the scheduled event.

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

\$100.00 Rental Damage Deposit

The Damage Deposit is due by check seven days prior to the scheduled event.

No Damage Deposit checks will be accepted more than 30 days prior to the scheduled event.

If there is damage during your rental and/or additional cleaning is required following your scheduled event, the cost will be withheld from your Rental Damage Deposit.

\$10.00 Rental Fee per additional hour

The additional rental period must be reserved at the same time as the scheduled three-hour event.

Meeting Room 128A

- 26' x 24'
- Maximum Room Occupancy
40-theatre style; 20-classroom style
- Tables and Chairs Included
- Coat Hooks & Open Storage Cubicles
- Water Fountains
- Restrooms