



Hickman Community Center
115 Locust Street, Hickman, NE
Application for Outdoor Patio Rental

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.

Please list any other special provisions requested:

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: _____

Outdoor Patio

\$20.00 Rental Fee

Three-hour rental period for the scheduled event.

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

No Damage Deposit

Includes:

- 114' x 28'
- 6 tables, seating for 48
- 4 bistro/bar height tables
- Maximum Occupancy 150
- Smoking Allowed
- Picnic style only, grills are not allowed.