



Hickman Community Center
115 Locust Street, Hickman, NE
Secondary Application for Beverage/Snack Bar
with any room rental – not available on its own!

This application must accompany an application of separate room rental and 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: *same as room rental*

End date/time requested to leave facility after clean-up: *same as room rental*

Estimated number of participants: *same as room rental*

FOOD - *same as room rental*

ALCOHOL - *same as room rental*

Please list any other special provisions requested:

Do you require the exclusive use of the facility for your event? *same as room rental*

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 #:	
<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:			

CITY STAFF: Attach this rental form to original room rental

Beverage/Snack Bar

- 13' x 9'
- Serving Window
- Self-Draining Ice Bin
- Large Commercial Beverage Refrigerator
- Microwave
- Hand washing sink
- \$5.00/hour with any room rental
- **Not available to rent on its own**