



Hickman Community Center
115 Locust Street, Hickman, NE
Application for Wedding Reception Event

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 #:	
Date 50% Rental Fees Received:			
Check # or Payment Type:		<u>Given to Applicant by City Staff:</u>	
Receipt #:			Rental Guide, Basic Rules & Cancellation Policy
Date 50% Remaining Rental Fees Received:			Insurance Requirements
Check # or Payment Type:			Application for Permission to Consume Alcohol
Receipt #:			Waiver & Release of Liability Form
Event Type:			

Wedding Reception Package

\$1,000.00 Rental Fee

The rental period begins at 8:00 am the day of the scheduled wedding reception event and concludes at 1:00 pm the day after the scheduled wedding reception event.

50% of Rental Fee is required to reserve the date, with the remaining 50% due seven days before the scheduled event.

Includes use of Multi-Purpose Room, Catering Kitchen, Beverage/Snack Bar & Outdoor Patio as printed below.

\$600.00 Rental Damage Deposit

The Damage Deposit is due by check seven days before 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.

\$200.00 additional rental fee if facility is requested for set-up, decorating, rehearsal dinner or other requested activity on the day before the scheduled wedding reception event.

The additional rental period begins at 1:00 pm the day before the scheduled wedding reception event and must be reserved at the same time as the scheduled wedding reception event.

Multipurpose Room:

- 103' x 68'
- Maximum Room Occupancy 680
- Tables and chairs for 400 included
- 80" television, wireless microphone and built in speakers included
- 100" Screen and Projector available by request
- 8' Loading Dock Door
- Outdoor Patio
- Water Fountains
- Restrooms

Beverage/Snack Bar:

- 13' x 9'
- Serving Window
- Self-Draining Ice Bin
- Large Commercial Beverage Refrigerator
- Microwave
- Hand washing sink

Catering Kitchen:

- 31' x 16'
- Serving Window
- 6 sink basins (2 with disposals)
- Automatic dishwasher
- 2 commercial warming ovens
- Gas oven and cooktop
- 2 percolating coffee pot/dispensers
- Large Commercial Freezer
- Large Commercial Refrigerator
- Large Commercial Ice Machine
- Mop Closet with Floor
- Sink/DrainBeverage/Snack Bar
- 13' x 9'
- Serving Window
- Self-Draining Ice Bin
- Large Commercial Beverage Refrigerator
- Microwave
- Hand washing sink

Outdoor Patio:

- 114' x 28'
- 6 tables, seating for 48
- 4 bistro/bar height tables