



## **Hickman Community Center** **115 Locust Street, Hickman, NE** **Rental Event Fees, Spaces Available** **and Packaged Rates**

The City of Hickman is pleased to offer rental opportunities to the Hickman Community Center for public and private events. The following information is a summary of rental fees and spaces available to facilitate requests to use the Community Center and to ensure a safe and successful event. A separate application form is required for all rentals.

Please review the Rental Guide & Basic Rules for additional information.

Rental time blocks include set up and clean up time. If additional time is needed beyond the allowed rental time block, rates will be charged at a per hour rate.

### **Outdoor Patio**

- 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
- \$20.00 for 3 hour event
- No Deposit

### **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
- \$30.00 for 3 hour event
- \$10.00 each additional hour
- \$100.00 Damage Deposit

### **Meeting Room 128B**

- 26' x 24'
- Maximum Room Occupancy 40-theatre style; 20-classroom style
- Tables and Chairs Included
- 60" smart television, wireless microphone and built in speakers
- Water Fountains
- Restrooms
- \$30.00 for 3 hour event
- \$10.00 for each additional hour
- \$100.00 Damage Deposit

### **Meeting Rooms 128A & 128B**

- 52' x 24'
- Maximum Room Occupancy 80-theatre style; 40-classroom style
- Tables and Chairs Included
- Coat Hooks & Open Storage Cubicles
- 60" smart television, wireless microphone and built in speakers
- Water Fountains
- Restrooms
- \$40.00 for 3 hour event
- \$10.00 each additional hour
- \$100.00 Damage Deposit

### **Multipurpose Room/Gym \***

#### **(See Packaged Rates Also)**

- 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)
- 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
- \$100.00 for 3 hour event (\*Non-Wedding)
- Additional \$50.00 per hour after 3 hour event rate
- \$300.00 Damage Deposit
- \$25.00/hour sports practice only - *No Deposit* (Athletic Rental Application)

### **Catering Kitchen**

#### **(See Packaged Rates Also)**

- 31' x 16'
- Serving Window
- 6 sink basins (2 with disposals)
- Gas oven and cooktop
- 2 percolating coffee pot/dispensers
- Large Commercial Freezer
- Large Commercial Refrigerator
- Commercial Ice Machine
- Mop Closet with Floor Sink/Drain
- \$40.00/hour for kitchen rental only
- \$15.00/hour with meeting room rental
- \$100.00 for 3 hours with multipurpose room rental
- \$300.00 Damage Deposit

### **Beverage/Snack Bar**

#### **(See Packaged Rates Also)**

- 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*

## **Wedding Reception Event 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 the Rental Fee is required to reserve the date, with the remaining 50% due seven days before the scheduled event.

Includes use of Multipurpose 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/Gym:**

- 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

#### **Outdoor Patio:**

- 114' x 28'
- 6 tables, seating for 48
- 4 bistro/bar height tables
- Maximum Occupancy 150
- Smoking Allowed
- Picknic Style Only, grills are not allowed

#### **Catering Kitchen:**

- 31' x 16'
- Serving Window
- 6 sink basins (2 with disposals)
- Gas oven and cooktop
- 2 percolating coffee pot/dispensers
- Large Commercial Freezer
- Large Commercial Refrigerator
- Commercial Ice Machine
- Mop Closet with Floor Sink/Drain

#### **Beverage/Snack Bar:**

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

## **Small Party Package / Business Meeting - With Kitchen / Bar**

### **\$50.00 Rental Fee**

Three-hour rental period for the scheduled event.

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

Includes use of the Meeting Rooms 128A, 128B, and the kitchen as printed below.

### **\$300.00 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.

### **\$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 & 128B:**

- 52' x 24'
- Maximum Room Occupancy 80-theatre style; 40-classroom style
- Tables and chairs included
- Coat hooks & open storage cubicles
- 60" smart television, wireless microphone and built in speakers
- Water fountains
- Restrooms

#### **Catering Kitchen:**

- 31' x 16'
- Serving Window
- 6 sink basins (2 with disposals)
- Gas oven and cooktop
- 2 percolating coffee pot/dispensers
- Large Commercial Freezer
- Large Commercial Refrigerator
- Commercial Ice Machine
- Mop Closet with Floor Sink/Drain

## **Multipurpose Room/Gym - No Kitchen**

### **\$100.00 Rental Fee**

Three-hour rental period for the scheduled event.

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

### **\$300.00 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.

### **\$50.00 Rental Fee per additional hour**

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

### **Multipurpose Room/Gym:**

- 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)
- 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

## **Large Party Package with Kitchen / Bar Multipurpose Room (Gym)**

### **\$200.00 Rental Fee**

Three-hour rental period for the scheduled event.

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

Includes the use of Multipurpose Room, Catering Kitchen and Beverage/Snack Bar 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.

### **\$50.00 Rental Fee per additional hour**

Additional rental period must be reserved at the same time as the scheduled three-hour 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)
- 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 Doc Door
- Outdoor Patio
- Water Fountains
- Restrooms

#### **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
- Commercial Ice Machine
- Mop Closet with Floor Sink/Drain

#### **Beverage/Snack Bar:**

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

**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 Doc Door
- Outdoor Patio
- Water Fountains
- Restrooms