

CELEBRATION CENTRE & ALDERMAN ANNEX

EVENT DATE:

Company Name:	Today's Date:
Contact Name:	
Address:	
City/State/Zip:	
Home Phone:	Cell Phone:
Email:	Work Phone:
DATE:	TIME:
EVENT DESCRIPTION:	

CELEBRATION CENTRE	Rates	Deposit
Jack W Janssen Hall		
with Alcohol	\$ 650	\$ 650
w/o Alcohol	\$ 550	\$ 550
4 hours per day - Mon-Thurs Only For up to 150 guests. Centre sets up tables/chairs and cleans up.	\$ 400	\$ 400
Additional Setup Day	\$ 125	
Celebration Centre Setup tables/chairs	\$ 250	
Celebration Centre Cleanup 1/2 of Rent		
Stage (Staff sets up and takes down)	\$ 100	
Kitchen (includes oven and stove)	\$ 150	
Zwick East - Maximum 80 guests		
8 Hours per day with Alcohol	\$ 250	\$ 250
8 Hours per day with out Alcohol	\$ 200	\$ 200
Additional Setup Day	\$ 75	
ALB Conference Room per day	\$ 40	
Trails Gazebo per day	\$ 100	

TOTAL AMOUNT DUE	
Deposit	
Rent	

ADDITIONAL REQUIREMENTS	
# attending	
Podium	
6' Rec Tables	
8' Rec Tables	
5' Rd Tables	
4' Sq Tables	
Partitions	
Sound System	

ALDERMAN ANNEX	Rates	Deposit
Farm Bureau Room w/alcohol per day	\$ 200	\$ 200
Farm Bureau Room w/o alcohol per day	\$ 150	\$ 150
Farm Bureau Room w/alcohol 4 hours	\$ 100	\$ 100
Farm Bureau Room w/o alcohol 4 hours	\$ 75	\$ 75
Additional Setup Day	\$ 50	
Lyons Federal Commons per day	\$ 150	\$ 150
Additional Setup Day	\$ 50	

SECURITY GUARDS	#	\$20-\$25
Hours Needed	from	to
Payable Directly to the guard(s) the day/night of the event		
The number of security guards and price determined by the Celebration Centre Staff.		

CELEBRATION CENTRE & ALDERMAN ANNEX RENTAL AGREEMENT

GENERAL CONDITIONS FOR ALL RENTALS:

- * NO SMOKING IS ALLOWED AT ANY TIME
scheduled event
- * Rentals are on a daily basis, however additional days, before or after may be available at a reduced cost, depending on availability and compliance with rules and regulations.
- * Maximum number of occupants in Jack W Janssen Hall is 400.
- * Setup day will allow you access to your rental after 5:00PM. If there are no other commitments to the room you may have access earlier, but it is NOT guaranteed.
- * Maximum number of occupants in Zwick East Room is 80.
- * No event will be booked in which an admission charge is made, except for non-profit organizations.
I (will / will not) charge an admission to my event.
- * You are not guaranteed the use of ALL the tables and chairs as other renters may need them as well. You will be provided with a listing of what is available and should another rental not need the tables and chairs allocated to them, you may use their portion if you need to. Discuss this with the Celebration Centre Staff closer to your rental date. _____(initial)
- * The buildings and grounds are to be left in the same condition as they were when you arrived for your event.

Failure to comply with these conditions will result in loss of part or all of your deposit as determined by the Marketing Director. Which means you are required to comply with the following:

- 1) The parking lot must be free of debris which includes bottles, cans, plates, cups, paper items, balloons, decorations, etc. before you leave your event. _____(initial)
- 2) All items brought to be used for your event such as food, cans, paper plates, cups, decorations, etc., must be removed from the building. All trash must be dumped in the large trash receptacle outside the east entrance of the Centre. Cigarette butts outside the building need to be picked up.
- 3) There shall be no damage to walls, ceilings or floors from tape, nails or other damaging items to the Celebration Centre facilities.
- 4) Deposit will not be refunded until Room keys are returned. Lost keys and re-keying will be charged back to the renter.

The renter will assume all responsibility for their guests or attendees actions and behaviors and be liable for any and all damages to the premises by the renter and / or their guests or attendees.

ADDITIONAL CONDITIONS FOR RENTAL WITH USE OF ALCOHOL: _____(initial)

If an event is scheduled in which any form of alcohol will be used, the following rules and regulations will apply without exception:

- * All events will end at 12:00 o'clock midnight, except New Year's Eve.
- * NO ALCOHOL will be permitted outside of the buildings at any time.
- * Consumption of alcoholic beverages is prohibited during setup and cleanup.
- * A designated area will be used for groups bringing in a keg. Suggest kegs be near kitchen in Northeast corner of the JWJ Hall.
- * Security guard(s) must be in attendance while alcohol is being consumed which is paid for by the renter and hired by Celebration Staff. The guard(s) shall be paid by the renter at the end of the event based on the number of hours he/they worked. (See fee Schedule) No sale of alcohol is allowed on the premises by anyone other than the Celebration Centre's licensed concessionaire holding a current Kansas Malt Beverage License. No alcohol consumption is allowed outside the building.
- * Alcohol will not be served to minors under the age of 21.

* Renter is responsible for the alcohol during the time frame of the contract, no matter who brought it or has possession of it, to strictly comply with the Celebrations Centre's rules on alcohol. Violation of any kind will result in loss of deposit and possibly a ban on renting the facility in the future. (initial)

* The room rental deposit will not be refunded if law enforcement is called for any reason, whether it is for excessive noise, disturbances, citizens' complaints or violation of the NO SMOKING policy. In addition, at the discretion of Celebration Centre's Staff all or part of the rental deposit may not be refunded.

Celebration Centre or its Staff will not be responsible for the actions of those renting the building with regard to the consumption of alcohol on the premises.

CONDITIONS FOR RENTAL OF THE TRAILS

*Rental for the trails is limited to the gazebo and the third loop or the head of the trails. Rental of trails DOES NOT include setup or use of the chairs. Wooden chairs are available for rent @ \$.50 per chair. It is the responsibility of the renter for setup and take down of the chairs. Chairs may not be set up longer than four hours before the event and must be taken down no longer than two hours after the event or before dusk the day of the event.

* No poles or pipes can be driven into the ground anywhere on the trails.

* Specific detailed plans for use of the trails are to be provided at the time of the rental.

* Use of fire, candles or torches must be approved b the staff.

* No vehicle is allowed on any part of the trails without specific permission from the staff.

* No nails or tacks can be driven into the gazebo. Decorations must be wrapped, tied or taped. All decorations and items brought in to be used for the event must be removed from the trails.

* No alcoholic beverages are allowed at any time on the trails.

Prices are subject to change. These prices are effective March 1, 2022

DEPOSIT: Due when Signing Contract

RENTAL FEE: Due when key is picked up

CANCELLATION POLICY: Full deposit will be returned only if written notice is given 30 days prior to the scheduled event. In the event that you change the date of your event, notice must be given in writing.

RETURN OF DEPOSIT: If all setup and cleanup rules and regulations are complied with and keys returned, a full refund of your deposit will be made within ten days of your event.

THE UNDERSIGNED RENTER states that he has read the conditions of rental and fully understands the same and hereby agrees to pay all fees and deposits as set forth above when due and further will assume responsibility for himself and his guests to adequately supervise the scheduled event at all Celebration Centre's Facilities and Grounds and will be liable for payment of any damage to the property that may occur.

Application approved:

X

(signature)

By

X

(printed name)

Date

X

(today's date)

Celebration Centre & Bar K Bar Arena
1145 Highway 56 East, P.O. Box 195
Lyons, KS 67554

Phone: 620-257-5390
email: office@celebrationcentre.net
www.celebrationcentre.net