

UTICA AUDITORIUM
466 1st Street Utica, NE 68456

Date of Event: _____ **Estimated size of group** _____

Renter: _____

Phone # _____ **2nd Phone #** _____

Purpose of Rental: _____

A separate check of \$75.00 is to be made at the same time as the rental fee for the deposit. This check will be voided if cleaning is done to our satisfaction and if no damage has been caused by your event.

RENTAL CONDITIONS

1. **Smoking** within the building is prohibited.
2. **Consumption of alcoholic beverages** is allowed only by special permission. As of 1-4-2021 it was decided if an event is over 50 people and alcohol is to be served, the renter must use a licensed liquor vender.
3. Renter shall not use premises in violation of Federal, State, city or fire ordinances or regulations.
4. Renter shall hold harmless the Village of Utica from all liability for injury, loss of or damage to any person or property, or death that occurs during, or as a result of the use of the facilities by the renter and shall indemnify the Village of Utica for all expenses it may incur as a result of claim or demand by anyone resulting from the use of the facility by renter.
5. All property in the Village Auditorium belongs to the Village of Utica and shall not be removed without permission.
6. Renter hereby agrees to pay for any and all damage, breakage or theft that occurs as a result of negligence or misuse of the premises by the renter and/or their guests. **DO NOT SIT OR STAND ON TABLES.** Tables & chairs must be carried and not drug or pushed across the floor.
7. Clean up must be done at end of day of rental. See attached check list
8. Youth groups must have adult supervisors who assume full responsibility for meeting the conditions listed above.
9. Renters, by signing of this contract, give their permission/consent to the entry at any time by law enforcement officials or Village of Utica representatives.

I/We have read the above policy and agree with the conditions stated.

Organization/Individual Date

Rental Fee: _____ **Date Paid** _____

Deposit: _____ **Date Paid** _____

Key # _____

revised 6-2021

Utica Auditorium rental clean-up checklist

- _____ Tables & chairs wiped off.
- _____ Leave 3 tables up. Put the rest away in room left of stage.
- _____ Chairs folded and put away on chair racks.
- _____ Floors swept, and spills wiped up.
- _____ Counters in kitchenette wiped down.
- _____ Clean refrigerator out. Please don't leave any food!
- _____ Empty all trash (including restrooms).
- _____ Replace trash bags.
- _____ Turn thermostat to 78 in Summer and 60 in Winter
- _____ All lights turned off --kitchenette light is automatic.
- _____ All doors closed and locked
- _____ Return key to drop box west of front doors.
- _____ If kitchen downstairs is used. Clean sink, refrigerator, stove, floors, spills, counters and remove trash.

Trash should be taken out to **totes** outside of back door by kitchenette. The dumpster does not belong to the Village.

Brooms, dust mops, trash bags are in stairwell at south-east corner of Auditorium behind curtain.

Bring your own dish clothes and towels for cleaning.