

THE LARK: Facility Rental Rates/Details

The Lark is a newly renovated performance and gathering space with superior acoustics, versatile light and contemporary design grounded by historic elements located at 809 W 2nd Street in downtown Hastings.

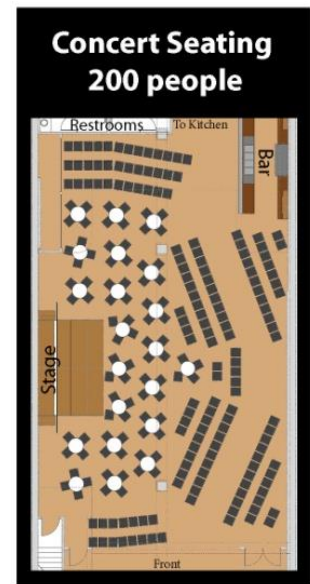
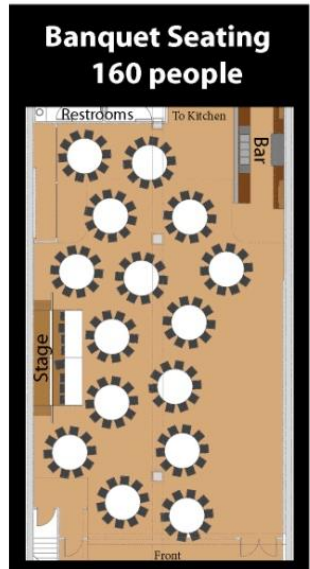
Main Floor	<i>Friday – Sunday</i>	<i>Monday – Thursday</i>
Full Day	\$1000 *	\$500 *
Half Day (5 hours)	\$500 *	\$250 *
Mezzanine	\$150	\$150
<i>*20% Non-Profit Discount</i>		

Facility Includes:

- Furniture including:
 - 20, 5' ft. round tables
 - 6, 8 ft. tables
 - 300 chairs
- ADA accessible bathrooms
- 12'x16' foot stage (24" in height)
- Warming Kitchen (accessible via alley)

Extras:

- Full Bar (staffed and managed by The Lark)
- Security (may be required with alcohol)



Full Day Rental Includes:

- Furniture Set-up/Clean-up
- Building access between 8 am and 11:30 pm on the day of the event
- A total of 4 additional hours of set-up/take down on adjacent days (Friday – Saturday only)
- Events must end at 11:30 pm
- Additional \$100 charge per hour before 8 am and after 11:30 pm.

Half-Day Rental Includes:

- Furniture Set-up/Clean-up
- Building access for up to five hours on day of event.
- Additional \$100 per hour in excess of five hours

Lark: Facility Rental Agreement

Event Date: ____ / ____ / ____

Event Name: _____ Estimated Number of People: _____

Contact: _____

Organization: _____

Phone: _____ Cell Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

Event Start Time: _____ am/pm Event End Time: _____ am/pm

Set-up time: prior day event day _____ am/pm until _____ am/pm

Clean-up time: event day next day _____ am/pm until _____ am/pm

Event/Performance Space Rental

	<i>Friday – Sunday</i>	<i>Monday – Thursday</i>		<i>Total</i>
Full Day , main floor	\$1000	\$500		
Half Day , main floor	\$500	\$250		
Non-Profit Full Day, main flr	\$800	\$400		
Non-Profit Half Day , main flr	\$400	\$200		
Skylight Classroom	\$150	\$150	\$100 w/ full day, main floor	
Mezzanine Boardroom	\$50	\$50		
Security Fee (may be required with bar)	\$20	x _____ number of hours that bar is open	x _____ number of guards	
Sound/Light Technician Fee		TBD		
Total				

Event Description:

Admission/registration fees or ticket prices to be charged (if any): _____

This event is: open to invited guests only or open to the public

Additional needs: (Circle Yes or No)

House Sound System	Yes No	With podium ?	Yes No
Digital Projector	Yes No		
Projector Screen	Yes No		
Professional Sound/Lighting	Yes No	Note: Technician fees apply	
Tables & Chairs	Yes No		
_____ Chairs (up to 300)	_____ 5 ft. Round Tables	_____ 8 ft. Banquet Tables (up to 6)	
Alcohol will be served	Yes No	Note: Security fees apply	
Food will be served	Yes No		
Caterer	Yes No	Name of Caterer:	

Reservation and Payment: Deposit of \$50 due at the time of reservation, remaining payment is due (30) days before the event. Reservation is not confirmed until rental agreement has been received with deposit.

Cancellation Policy: Please see Facility Use Policies for details.

Decorating: All decorating must be set up and removed during your rental period.

Parking: Within 1.5 blocks of The Lark there are about 332 parking stalls including both street parking and lots. Demand for those parking stalls is relative to the time and day of the event. Please see parking map.



The Lark: Facility Use Policies

1. The Renter shall have use of The Lark on the rental date(s) outlined above.
2. The Lark reserves the right to rent the facility to more than one Renter on any day, if it is determined that there will be no conflicts of use or time.
3. Payment of rent entitles the Renter to the use of the building. Use of tables, chairs and other equipment must be arranged prior to the event and are included in the rental fees.
4. The Renter is responsible for leaving the facility in the condition in which it was provided. The Lark reserves the right to assess a damage fee.
5. The Renter shall be responsible for the conduct of all persons present at The Lark during the term of the agreement.
6. It shall be the responsibility of the Renter to maintain the facility in good condition. Any damage to or misuse of The Lark building which occurs during the term of this Agreement, shall be the responsibility of the Renter. The Lark reserves the right to assess a damage fee.
7. Property of the Renter or its invitees, such as decoration, may be used by the Renter, but use of any such items which are to be fastened in any manner to any walls, floors, ceilings, etc., must be approved by The Lark. All such items must be removed by the Renter prior to the end of the rental time. The Renter shall be responsible for the cost of restoring or repairing any part of the structure to its condition prior to installation and removal of all such items. We must prohibit the use of glitter or small confetti !!!!
8. The renter will be responsible to arrange for any and all food served during the time outlined in the Rental Agreement. Any catering service contracted by the Renter must be currently licensed in the State of Nebraska. The Lark may request a copy of the license.
9. In renting the facility, The Lark does not relinquish the right to manage and control the facility. The Lark may enforce any rules and regulations it deems necessary. Any Lark official, employee, or designated representative may enter the property at any time.
10. When use includes the dispensing of alcoholic beverages, the Renter may be asked to provide, at its expense, a security guard. The number of security personnel required shall be determined by The Lark. When security personnel are required, they shall be onsite from the time alcohol is served until the end of the event.
11. The Renter agrees to indemnify The Lark and hold it harmless for any claim, demand, suit or cause of action which may arise out of the use of the facility by the Renter or any of its guests or invitees, except those claims, demands, suits, or causes of action arising due to negligence of The Lark.
12. This agreement may be canceled by either party at any time. If the rental is canceled due to an act of God or inclement weather conditions, the full rental fee (including \$50 deposit) will be refunded. If the Renter cancels with more than 60 days notice, the rental fee may be refunded minus the non-refundable \$50 deposit. If the Renter cancels within 14 days of the day of use, then one half of the rental fee will be refunded to the Renter, and the other half of the rental fee shall be retained by The Lark.
13. This agreement may not be reassigned by the Renter.
14. Renter's use of The Lark shall not violate any local, state or federal law.
15. Any rule or requirement contained herein may be waived or modified by The Lark upon request of the Renter or at The Lark's initiative. Any such modifications shall be noted on the Agreement and initialed by authorized representatives of both parties.

I _____ (The Renter) have read and agree to the terms and conditions listed above.

Signature of The Renter

Date

Approved by: _____

Signature of Facility Manager

Date