



Facility Rental Agreement/Contract

I have fully read The Lark use policies and agree to the conditions ____ (Initial)

Event Date: ____ / ____ / ____ Event Day: _____

Event Name: _____ Est. # of People: ____

Contact: _____

Organization: _____

Phone: _____ Cell Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

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

Set-up: prior day (weddings only) event day Time: _____ am/pm until _____ am/pm

Clean up must take place the night of the event, no exceptions.

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 floor	\$800	\$400		
Non-profit half-day, main floor	\$400	\$200		
Skylight Meeting Room (Upstairs-holds up to 30 people)	\$200 full day/\$100 half day	\$100 full day or \$50 half day	\$100 extra w/full-day, main floor rental	
Security Fee	\$20 per hour	____ # of hours that bar is open	1 guard (provided by The Lark, but paid separately by rentee)	
Sound/Light Technician Fee			TBD, if available	
			TOTAL	

*Full day is up to 12 hours total *Half day is up to 6 hours total

Is this event (circle one):: open to invited guests only open to the public

Event details: _____

Additional needs: (check yes or no)

House Sound System (for speaking)	___ 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	
_____ # of chairs (up to 200)	_____ 5 ft. round tables (up to 20 tables, fit up to 8 people)	_____ 8 ft. banquet tables (up to 6 tables, fit up to 10 people)
Need bar service-1 to 2 bartenders on staff, no extra charge to renter (no outside alcohol is allowed)	___ Yes ___ No 20% Gratuity will be added for hosted tabs.	Note: Security fees apply with some events
Food will be served	___ Yes ___ No	
Caterer	___ Yes ___ No	Name of Caterer: _____

I _____ (The Renter) have read, understand and agree to the terms and conditions. Renter will give a 30 notice of any changes to this contract.

I understand that the total rental fee for the use of The Lark will be \$_____ (total from above), plus any additional amounts outlined in the contract or charges incurred during the rental period. The facility rental fee payment balance is due in FULL 30 days prior to the scheduled event.

Signature of The Renter

Date

Please note this contract is not official until the contract is signed by the renter and deposit has been paid. You will receive rental confirmation via email or mail from the Director after agreement has been viewed and approved.

Questions? Contact Cara at directorlarkdowntown@gmail.com or 402-984-4073.

If completed forms need to be returned by mail:

The Lark Downtown Hastings

Attn: Cara Kimberly

P.O. Box 543

Hastings, NE 68902

Or by email at directorlarkdowntown@gmail.com