



The Lark Downtown Hastings Rental Terms & Information

The Lark serves as a multidisciplinary **nonprofit** cultural arts facility that celebrates and nurtures art, music, and life. The Lark offers an intimate gathering space located in Downtown Hastings with a contemporary design grounded by historic elements.

Facility Rental Rates/Details

Thank you for your interest and support for The Lark in Downtown Hastings. Carefully read through all pages of this rental agreement. If you agree, complete the rental agreement packet and return only those pages to The Lark.

The Lark Rental Rates, Inclusions, and Amenities

Main Floor	Friday-Sunday	Monday - Thursday
Full-day Rental	\$1000 *	\$500 *
Half-day Rental	\$500 *	\$250 *
Mezzanine (Skylight Classroom)	\$100-\$200	\$50-\$100

**Non-Profit Discount-Please enquire about price*

Full-Day rental includes	Half-Day rental Includes
Table set-up/clean-up	Table set-up/clean-up
Building access between 8 am and 11:30 pm on the day of the event-12 hours total	Building access for up to 6 hours on the day of the event
ADA accessible bathrooms	ADA accessible bathrooms
Staffed bar upon request (no outside alcohol is allowed)	Staffed bar upon request (no outside alcohol is allowed)
Catering Kitchen (accessible via alley)	Catering Kitchen (accessible via alley)
Events must end at 11:30 pm. Additional \$100 charge per hour before 8 am and after 11:30 pm	Events must end at 11:30 pm. Additional \$100 charge per hour in excess of 5 hours

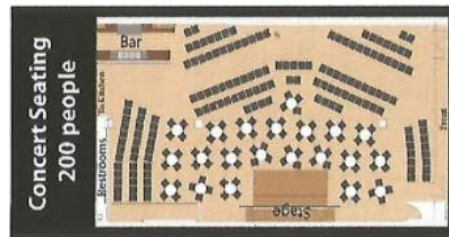
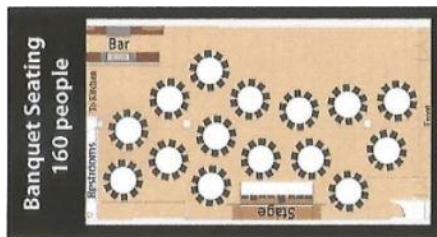
Wedding Weekend Rental Only: A total of 4 additional hours of set-up/take-down on adjacent days between the hours of 1:00 pm-8:00 pm (Friday-Saturday only).

Available furniture: 20 - 5 foot round tables 6 - 8 foot tables 20 - 30" tables 200 Chairs Permanent 12x16 foot stage (24" in height, 16' wide)	Extras: Security (may be required with alcohol), depending on size of event Black tablecloths available for extra fee Table service available for extra fee
---	---

The Lark: Facility Use Policies

1. The Renter shall have use of The Lark on the rental date(s) outlined below.
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. 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.
Decorating: All decorating must be set up and removed during your rental period. No exceptions! We do not allow next day clean up. All personal items must be removed from The Lark the night of the event. **We prohibit the use of glitter, birdseed, 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 not be reassigned by the Renter.
13. Renter's use of The Lark shall not violate any local, state or federal law.
14. 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 initiated by authorized representatives of both parties.
15. **Cancellation Policy: 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.**
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.

Examples of Seating Arrangements



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 the parking map below.



Thank you for your interest and support!

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

The Lark and Listening Room- Downtown Hastings
Executive Director: Cara Kimberly
P.O. Box 543
Hastings, NE 68902
Email: directorlarkdowntown@gmail.com