

I have fully read The Lark use policies and	agree to the conditions (Initial)
Event Date:/ / Ev	ent Day:
Event Name:	Est. # of People:
Contact:	
Organization:	
Phone: Cell Phone	:
Email:	
Address:	
City/State/Zip:	
Event Start Time: am/pm Event En	
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

	Friday-Sunday	Monday-Thursday		Total
Full-day, main floor	\$1100	\$550		
Half-day, main floor	\$550	\$275		
Wedding Rental	\$1250	\$850		
Non-profit full-day, main floor	\$850	\$425		
Non-profit half-day, main floor	\$425	\$225		
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	\$22 per hour	# of hours that bar is open	1 guard (provided by The Lark, but paid separately by rentee)	
Sound/Light Technician Fee-if needed for live music			TBD, if available	
			TOTAL	

is this event (circle one):: open to inv	vited guests only open to the p	DUDIIC	
Event details:			
Additional needs: (check yes or no)			
House Sound System (for speaking)	Yes No	With Podium? Yes No	
Digital Projector	YesNo		
Projector Screen	YesNo		
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)	YesNo 20% Gratuity will be added for hosted tabs.	Note: Security fees apply with some events	
Food will be served	YesNo		
Caterer	Yes No	Name of Caterer:	
cancellation of this contract. I understand that the total rental fee for additional amounts outlined in the cont plus any additions will be paid in FULL.	(The Renter) have read, page) . Renter will give at least a 60 day the use of The Lark will be \$ ract or charges incurred during the rent 30 days prior to the scheduled event.	notice of any changes or (total from above), plus any al period. The facility rental fee	
Signature of The Renter			
Questions? Contact Cara at directorlarkdownto	own@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