



Wedding Ceremony Venue Rental Information



Prairie Loft is located on the western edge of Hastings, Nebraska at 4705 DLD Rd. The site is a unique farm-based location, with several outdoor and indoor options for your intimate wedding ceremony. This venue is a beautiful setting for your special day!

Prairie Loft Center for Outdoor and Agricultural Learning is an independent, nonprofit organization with a mission to teach agriculture appreciation, outdoor education, cultural connections, and the wise use of natural resources. We offer experiential education programs for all ages, including field trips, family programs, community events, camps, and workshops.

Multiple facilities on site are available for private and corporate events such as family reunions, graduation and birthday parties, retreats, meetings, luncheons, presentations, and wedding ceremonies. We look forward to working with you to host your perfect event!

Your Wedding Ceremony at Prairie Loft

- Wedding ceremony attendance is limited to 150 people maximum.
- We cannot accommodate same-day ceremony and reception
- Saturday or Sunday on available dates
- Choice of five ceremony locations, outdoors or indoors
- Access to the site for up to 8 hours between 9:00 a.m. and 8:00 p.m. on day of ceremony
- Private rooms for the wedding party
- Chairs for ceremony guests
- On-site Event Host
- Smoking and vaping are not permitted on site. If Prairie Loft staff observes smoking or vaping by your attendees, you may be charged an additional \$100 fee after the event.
- Rental rate: \$850 for up to 8 hours on day of ceremony
 - Part of your venue rental fee will be dedicated to planting new trees and other landscaping to keep Prairie Loft beautiful for future memories!
 - Optional: \$100 for prior day rehearsal hour

Please see the following pages for Wedding Ceremony details, cost, policies, and rental contract. Thank you for considering Prairie Loft for your special day!

CEREMONY SITE OPTIONS



Loft Barn

- + Peace of mind – no weather worries!
- + Rustic horse barn with festive lighting
- + Simple setup – chairs are stored in this building
- + Decorated with string lights and tulle



Tree Lane

- + Pasture setting, changes by the season
- + This is the farthest location from parking lot
- + Distance and/or wet ground can cause a challenge for mobility of guests



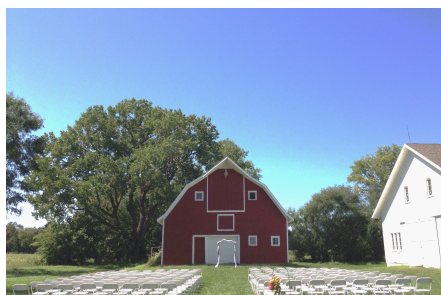
Patio Pergola

- + Easy access from the parking lot and to the restrooms
- + Great option to avoid wet, muddy, or uneven ground



Loft Barn East

- + Beautiful backdrop for the wedding party
- + Easy set up with minimal distance to move chairs
- + Best when the ground is dry



Central Green Field

- + Easy set up with minimal distance to move chairs
- + Beautiful open setting
- + Can be oriented in any direction
- + Best when the ground is dry

WEDDING CEREMONY AT PRAIRIE LOFT

NOTE: *Mother Nature is a guest of honor at all Prairie Loft events! If she decides to show up, we can help you decide which ceremony site is the best location based on wind, wet, and weather.*

FACILITY USE POLICIES (Effective January 1, 2024)

Thank you for using Prairie Loft (PL) for your event! Event Hosts will be present throughout your time on site to help answer questions and recommend solutions. PL is a rustic facility. The Pavilion and Pershing Prairie Room are heated and air-conditioned. The Loft Barn is **not** temperature controlled. Additional time on site beyond contracted hours is subject to additional fees.

The Renter is responsible for the conduct of all persons present during contract time.

To ensure an enjoyable visit, please share this information with your group.

Wedding Ceremony Rental site access is for up to 8 hours between 9:00 a.m. until 8 p.m. on the day of your event. Set up and clean up must occur during times outlined in the contract. Events end by 7:30 p.m. to ensure clean up by 8:00 p.m. PL reserves the right to rent venues on the site to multiple Renters if there will be no conflicts of use or time. The Renter may not reassign this contract.

Please note: Attendance is limited to 150 people maximum. This limit is determined by the capacity of the Loft Barn. Because the Loft Barn is the optimal shelter in case of bad weather, we must limit attendance numbers even for ceremonies planned outdoors. Thanks for understanding.

RENTAL RATE: \$850 (optional \$100 rehearsal hour)

Payment entitles use of buildings and grounds, during times outlined in the signed contract. It shall be the responsibility of the Renter to maintain the facility in good condition. Any damage to or misuse of Prairie Loft property, which occurs during the term of this contract, shall be the financial responsibility of the Renter and will be billed after the event. Hours in excess of contract time are \$100/hour and will be billed after the event.

Payment Schedule

Payment Due Date	Ceremony Day (no prior day rehearsal)	Ceremony Day and Prior Day Rehearsal
Upon contract approval:	\$150 deposit (<i>nonrefundable</i>)	\$250 (<i>nonrefundable</i>) (\$150 deposit + \$100 rehearsal hour)
90 days prior to event:	\$300	\$300
60 days prior to event:	\$300	\$300
30 days prior to event:	\$100 final payment	\$100 final payment
Total Payment:	\$850	\$950

CANCELLATION POLICY

- Refund schedule will align with the payment schedule. Installments will be retained by Prairie Loft after each deadline.
 - i.e., Cancellation 90 days prior, PL keeps first deposit. Cancellation 60-89 days prior, PL keeps deposit plus \$300, etc.
- If paying in larger installments, refunds will reflect the payment/refund schedule outlined above.
- Prairie Loft reserves the right to cancel due to unforeseen circumstances or unsafe weather conditions. In such cases, all rental fees paid to date (including deposit) will be refunded or applied towards a future date, if applicable.
- **Changes or cancellations must be made in writing to PL via email or hard copy.** Authorized PL representative must confirm any changes or cancellations.

TABLES & CHAIRS – High-quality white folding chairs are included in facility rental. Several 5-foot utility tables are also available for use.

ALCOHOL POLICY (see page 5)

Consumption of alcohol by minors is unlawful and not permitted. Valid identification may be requested of any person who appears to be under age during your event. All guests must have a valid ID if they plan to consume alcoholic beverages. Approved security personnel and special designated permits issued by the Nebraska Liquor Control Commission are required for groups over 50.

MINIMUM WASTE – Prairie Loft is committed to lessening our impact on the environment by reducing the amount of waste generated at events. Your event does not belong in the landfill! Minimize use of disposable items such as plastic decor and other single-use items. Encourage your guests to use recycling containers on site.

DECORATING- All equipment and decor must be set up and removed during your rental period.

- No rigid plastic (ex. bubble containers, crystal plastic plates, rigid plastic cups, or similar items).
- PL must approve decorations that are to be fastened in any manner to walls or ceilings.
- Nails and staples are not permitted on the sliding barn doors in the Loft Barn.
- Please ask before using additional lighting.
- The Renter is responsible for the cost of restoring or repairing any part of the site to its previous condition.

ADDITIONAL SPACES – Public restrooms are in the Pavilion. The Pavilion classroom can be used as private space for the bridal party. Rental includes the use of a refrigerator and sink. The Pershing Prairie Room can also be used as private space for the wedding party. Alcohol is not permitted in these rooms at any time.

PHOTOGRAPHY - Photography is allowed in the public spaces on the grounds.

PARKING – Parking is available in designated areas on PL grounds. Traffic and parking within 50 feet of buildings is not allowed except to load and unload supplies and in special situations.

OUTDOOR GUEST AREAS – Patio seating at the picnic tables is included with your rental. Children must be supervised at all times. Please help children leave all areas exactly as they found them.

DOGS, PETS, AND OTHER ANIMALS – Due to the nature of Prairie Loft, dogs, pets & other domestic animals are **not allowed**. Only licensed service animals are permitted. Please respect your surroundings and do not attempt to feed, catch, or harm wildlife.

NOT ALLOWED: Open flames, latex balloons, confetti-type décor, confetti, rice, streamers, glitter, fireworks, party poppers, non-biodegradable fabric flower petals or other non-biodegradable décor outdoors. Please consider environmentally friendly alternatives. Please ask us for ideas.

CLEAN UP

Events will end by 7:30 p.m. to ensure adequate clean up time.

Before 8:00 p.m., the Rental Party will:

- Wipe up any spills on floors, tables & chairs – Please see PL Host if you need a mop or towels
- Sweep up messes, especially broken glass and food
- Remove all decorations and personal belongings from any indoor/outdoor space used for your event, and dispose of any debris left around the grounds.
- Empty and wipe out refrigerator and freezer if used
- Renter & PL Staff must sign off on the Clean Up Checklist before leaving the property.

RENTER RESPONSIBILITIES - In renting the facility, PL does not relinquish the right to manage and control the facility. PL will enforce any rules and regulations it deems necessary. Any PL official, employee, or designated representative may enter the property at any time. The Renter agrees to indemnify PL and hold it harmless from 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 PL. Any rule or requirement contained herein may be waived or modified by PL upon request of the Renter or at PL's initiative. Any such modifications shall be noted on the contract and initiated by authorized representatives of both parties. Renter's use of the PL facility shall not violate any local, state, or federal law.

ALCOHOL POLICY AT PRAIRIE LOFT

For any rental during which it is expected that alcoholic beverages will be sold, or for any facility rental event with 50 or more attendees during which it is expected that alcoholic beverages will be served:

- The entity, which will provide, dispense, and/or sell alcoholic beverages, must possess a special designated permit issued by the Nebraska Liquor Control Commission.
- The holder of the special designated permit and the Renter shall comply with all local, state and federal laws regulating the use and dispensing of alcoholic beverages. PL assumes no responsibility for compliance with those laws. The holder of the special designated permit is bound by the terms set forth in the signed contract.
- Alcoholic beverages cannot be brought to the property from other sources.
- All persons consuming alcoholic beverages must be 21 years of age or over.

Security personnel shall have no duties other than maintaining order and enforcing all liquor laws and license conditions including prohibiting minors and intoxicated attendees from consuming or

possessing alcohol. All security personnel shall be dressed in distinctive clothing with visual markings identifying them as certified security personnel.

All contracted workers performing duties at the event shall refrain from consuming alcohol while on duty.

When use of Prairie Loft facilities includes the dispensing of alcoholic beverages with 50 or more people present during the rental period, the Renter shall provide, at their expense, security personnel through Double Locked Security.

Security personnel shall be on site from the time alcohol is served until the end of the event. Alcohol consumption is only permitted when security personnel are present.

Please arrange security with the company listed below

Double Locked Security

Mark and Sharon Dreher
308-380-4895
marknsharon@msn.com
700 E Stolley Park Rd
Grand Island, NE 68801

The Renter is responsible for leaving the facility in the condition in which it was provided

Ready to book your wedding?

Go to prairieloft.org/weddings

Please check our [calendar](#) for availability, and then formally submit your request using the [facility rental inquiry form](#) at the bottom of the facility rental page of our website.

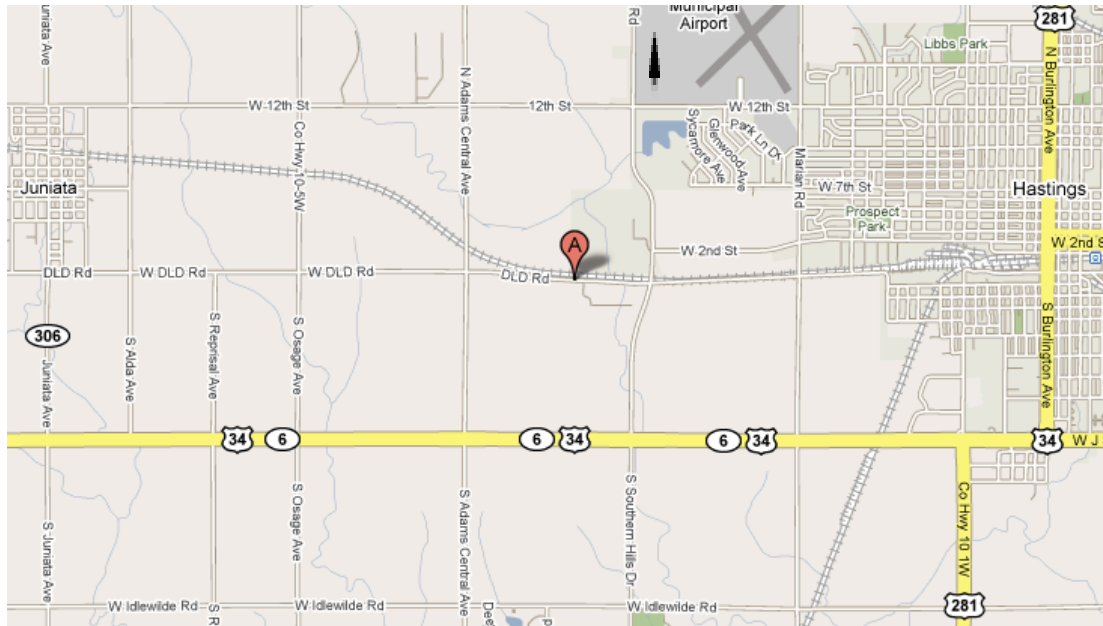
OR

Email hello@prairieloft.org or call 402-463-0565 to inquire.

DIRECTIONS TO PRAIRIE LOFT

Physical address: 4705 DLD Road, Hastings, NE

Mailing address: PO Box 1731, Hastings, NE 68902



From the east:

Take 2nd Street west from Burlington Ave (Hwy 281). Cross Marian Rd, then turn south (left) on Highland. Just after the tracks, turn west (right) on DLD Rd. Prairie Loft driveway entrance is on the south (left) side of DLD.

From the west:

Prairie Loft is on DLD Road, 0.7 miles east of Adams Central Ave. Driveway entrance is on the south side of DLD.

For an interactive map, visit www.prairieloft.org

Office phone: 402-463-0565