



## Facility Rental Packet

**Prairie Loft Facility Rental Rates** *Information and rates are subject to change.*

<p><b>Pershing Orthodontics Prairie Room</b> Max. 14 people indoors.</p>
<p><b>Up to 8 Hours:</b> \$300 (between 9:30 a.m. and 11:30 p.m.)  <b>Up to 3 Hours:</b> \$100 (Additional \$50/hour)</p>
<p><b>Prairie Room Rental Amenities:</b></p> <ul style="list-style-type: none"> <li>● Seating at tables and chairs for up to 14 people.</li> <li>● Presentation supplies including wall board and markers, Bluetooth screen, and wi-fi access</li> <li>● Prairie Loft Representative on site</li> <li>● Adjacent kitchen facilities available for food preparation, storage, and serving</li> <li>● Trash and recycling receptacles</li> </ul> <p><i>Please strive for minimum waste - No individual glass or plastic beverage bottles.</i></p>

<p><b>Pavilion</b> Maximum 24 people indoors. Additional outdoor seating (weather permitting)</p>
<p><b>Up to 8 Hours:</b> \$300 (between 9:30 a.m. and 11:30 p.m.)  <b>Up to 3 Hours:</b> \$100 (Additional \$50/hour)</p>
<p><b>Pavilion Rental Amenities:</b></p> <ul style="list-style-type: none"> <li>● Five six-foot tables and chairs for up to 24 people. (Adjacent patio has extra seating, weather permitting)  *Presentation set-up may accommodate fewer seats</li> <li>● Additional five-foot tables are available for beverages, gifts, etc around the perimeter of the room</li> <li>● Serving/prep space</li> <li>● Refrigerator, double sink</li> <li>● ADA accessible restrooms</li> <li>● Prairie Loft Representative on site</li> <li>● Indoor/Outdoor play and learning areas included upon request</li> <li>● Speaker system with 2 microphones available for additional \$25 fee</li> <li>● TV monitor</li> <li>● Trash and recycling receptacles</li> </ul> <p><i>Please strive for minimum waste - No individual glass or plastic beverage bottles.</i></p>

**Loft Barn** Max. 150 people (**Loft Barn available May through October**)

\$100 per hour (between 9:30 a.m. and 11:30 p.m.)

**Loft Barn Amenities:**

- Capacity for up to 150 people
  - Outdoor/Indoor program space
  - White folding chairs
  - Up to 18 five-foot utility tables for caterers/buffet
  - ADA accessible restrooms in Pavilion (*separate building*)
  - Use of refrigerator and sink in Pavilion (*separate building*)
  - Prairie Loft representative on site
  - Speaker system with 2 microphones available for additional \$25 fee
  - Trash and recycling receptacles
- Please strive for minimum waste - No individual glass or plastic beverage bottles, please.*

*Prices & policies are subject to change. Special pricing may be available for partner programs whose focus meets Prairie Loft's mission.*

**Programs provided by Prairie Loft staff:**

Presentation on Prairie Loft's mission and programs: included with contract at your request (20-30 minutes).

OR: On request, Prairie Loft can provide a customized program or activity for your group.

Experiences for adult groups may include outdoor exploration, team-building activities, facilitated strategic planning, guided discussion on a theme, or presentations on topics related to Prairie Loft's mission.

We can also provide guided experiential lessons in topics related to agriculture, science, art, environment, and other mission-related themes.

- Customized experiential educational program up to 30 minutes: \$50
- Longer programs: please inquire about cost

***Information and rates are subject to change.***

**Please review the Facility Use Policy carefully and ask if you have questions.**

Keep copies of all information for your records.

## **PRAIRIE LOFT FACILITY USE POLICY (Effective August 1, 2022)**

Thank you for using Prairie Loft (**PL**) for your event! An Event Host will be present throughout your time on site to help answer questions and recommend solutions. Refrigeration and food preparation space are available on site. The Pavilion and Pershing Prairie Room are heated and air-conditioned. The Loft Barn is not temperature-controlled.

**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.**

**Full Day Rental site access between the hours of 9:30 a.m. and 11:30 p.m.** Set up and clean up must occur during times outlined in the contract. Events end by 11:00 p.m. to ensure clean up by 11:30 p.m. PL reserves the right to rent the facility to multiple Renters, if there will be no conflicts of use or time. The Renter may not reassign this contract.

### **COMMUNITY HEALTH CONSIDERATIONS**

Requirements will vary depending on changing community conditions and guidelines. Prairie Loft will update you on any changes to our policies regarding events. Please consider the health of your guests during your event planning, and communicate guidelines and expectations with your guests.

### **PAYMENT**

- **A \$50 deposit is due when Prairie Loft confirms your reservation.** This nonrefundable payment is applied toward the total balance.
- **Remaining payment is due 30 days before the event.** If full payment is not received at least 30 days before the event, a \$25 late fee may be incurred.
- Hours in excess of contract time are billed at \$100/hour for Loft Barn, \$50/hour for Pavilion and Pershing Prairie Room. Fees for excess time will be billed after the event.
- Payment entitles use of buildings and grounds, during times outlined in 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.

### **CANCELLATION POLICY**

- If the Renter cancels with more than 60 days notice, the rental fee will be refunded minus the non-refundable deposit.
- If the Renter cancels within 60 days of the event day, one half of the rental fee minus the non-refundable deposit will be refunded to the Renter. If the Renter cancels within 7 days of the event day, PL will retain the full fees.
- 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.

## EVENT TYPES

Prairie Loft facilities are available for rent by private parties, businesses and organizations. Events must be invitation-only with no admission cost. Prairie Loft will not rent facilities for political events, fundraisers, or benefit events. The Prairie Loft staff and board of directors may use their discretion regarding facility rental approval for other types of events on site.

**PLEASE NOTE:** To accommodate a growing need for education and community engagement events to meet our mission, Prairie Loft is no longer hosting wedding ceremonies. Thanks for understanding!

## ALCOHOL POLICY (see page 8)

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.

## CATERER

All meals must be provided by a contracted catering service\* licensed in the state of Nebraska for groups with anticipated attendance of more than 30. PL may request a copy of the caterer's license. In the Loft Barn, electrical capacity for roasters is limited. Therefore, caterers must use warming dishes with sterno-type canned heat in the Loft Barn. All hot food must be prepared off site. Refrigeration and basic food preparation space are available on site. Cooking grills are NOT allowed.\*\* Please use recyclable paper plates and paper or plastic drinking glasses. Please share our minimum waste and decorating policies with your caterer. Glass beverage bottles are not allowed.

\*Caterers not listed must be approved in writing by Prairie Loft at least 90 days prior to event, if possible.

Renter must contact us with the caterer's name, phone number and email address before entering any agreement with them.

\*\*Food trucks may be appropriate for some events. Guidelines may differ from those stated above. Please ask for guidelines and approved vendors.

## TABLES & CHAIRS

Loft Barn rental includes sixteen five-foot utility tables for food, gifts, dessert tables, etc. (not suitable for dinner seating). High-quality white folding chairs are included in Loft Barn rental.

Pavilion rental includes five 6-foot utility tables and chairs for up to 24 people plus three 5-foot utility tables for food, gifts, dessert tables, etc..

Rental of additional chairs from other sources is NOT permitted. Please see our recommendations for linens/equipment rental on page 7.

## MINIMUM WASTE

Prairie Loft is committed to lessening our impact on the environment by reducing the amount of waste generated at events. Minimize use of disposable items such as plastic table decor and other single-use items. Please use paper plates and cups or recyclable plastic plates and drinking glasses. Crystal plastic plates are not allowed. Styrofoam is discouraged. Instead of individual glass or plastic beverage bottles, please consider using large drink dispensers and reusable cups. Encourage guests to use recycling containers on site.

## **DECORATING**

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

- Please avoid single-use decorations that will end up in the trash after your event.
- Please use recyclable paper plates and paper or plastic drinking glasses.
- PL must approve decorations that are to be fastened in any manner to walls or ceilings in the Loft Barn. No wall decorations allowed in the Pavilion or Pershing Room.
- Please ask before using additional lighting.
- Please cover all tables to help protect & preserve PL's tables.
- The Renter is responsible for the cost of restoring or repairing any part of the site to its previous condition.

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

## **PAVILION ACCESS WITH LOFT BARN RENTAL**

Loft Barn rental includes the use of refrigerator space and sink access and restrooms in the Pavilion. Alcohol is not permitted in the Pavilion with Loft Barn rental.

## **PHOTOGRAPHY**

Photography is allowed in the public spaces on the grounds.

## **PARKING**

Parking for approximately 150 vehicles 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. You may bring outdoor games, but please pick up all materials before dark. Children must be supervised at all times. Supplementary dance floors and stages from outside sources are NOT permitted.

## **SMOKING/VAPING**

Smoking and vaping are not permitted on site. If Prairie Loft staff observes smoking or vaping by your attendees, you may be charged a fee after the event.

## **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.

## **WILDLIFE**

Please respect your surroundings and do not attempt to feed, catch, or harm wildlife.

## **CLEAN UP**

- Please see PL Host for assistance at any time during your event
- Clean up spills and other messes immediately as they occur.

### Before the end of your contract time, the Rental Party will:

- Remove all leftover food, food items and dirty dishes
- 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 leftover bottles, food or plates/utensils
- Break down rented equipment and stack for pick up by rental company
- Empty and wipe out refrigerator and freezer
- Pick up trash on the grounds and in the parking areas
- 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 initialed by authorized representatives of both parties. Renter's use of the PL facility shall not violate any local, state, or federal law.

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

**OUR RECOMMENDATIONS for dining, linens, and equipment rental:**

<b>Big G Ace</b> (Hastings)	(402) 462-5181 www.acehardware.com
<b>Quality Event Rentals</b> (Riverdale)	(308) 893-2733 www.qualityeventrentals.com

**Catering\*/Bar Services**

<b>Big Dally's Deli</b>	(402) 463-7666 https://bigdallysdelihasti.wixsite.com/dallys
<b>Blue Fork</b>	(402) 303-6816 www.bluefork.kitchen
<b>Murphy's Wagon Wheel</b>	(402) 463-3011 www.murphyswagonwheel.com
<b>Kitty's Roadhouse</b>	(402) 463-9225 www.kittysroadhouse.com
<b>Bullseye's Sports Bar &amp; Grille</b>	(402) 463-9022 www.bullseyessportsbar.com
<b>Runcie's Catering</b>	(402) 984-8459 www.runciescatering.com
<b>Russ's Market</b>	(402) 463-3574 www.russmarket.com/catering-to-you
<b>Kerry's Restaurant &amp; Catering</b>	(402) 724-2120 www.kerrysinmccool.com
<b>MNO Catering</b>	(308) 583-1111 www.facebook.com/mnohometown
<b>Wandering Well</b> (mobile bar)	(402) 461-0449 www.facebook.com/TheWanderingWellNebraska

\*Caterers not listed here must be approved in writing by Prairie Loft at least 90 days prior to your event, if possible. Renters must contact us with the caterer's name, phone number and email address before entering any agreement with them for your event.

Food trucks may be appropriate for some events. Please ask Prairie Loft for guidelines and approved vendors.

See [www.visithastingsnebraska.com](http://www.visithastingsnebraska.com) for additional events and resources.

## **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

## **Ready to book your event?**

Please check our calendar for availability, and then submit your request using the online inquiry form at the bottom of the webpage.

OR

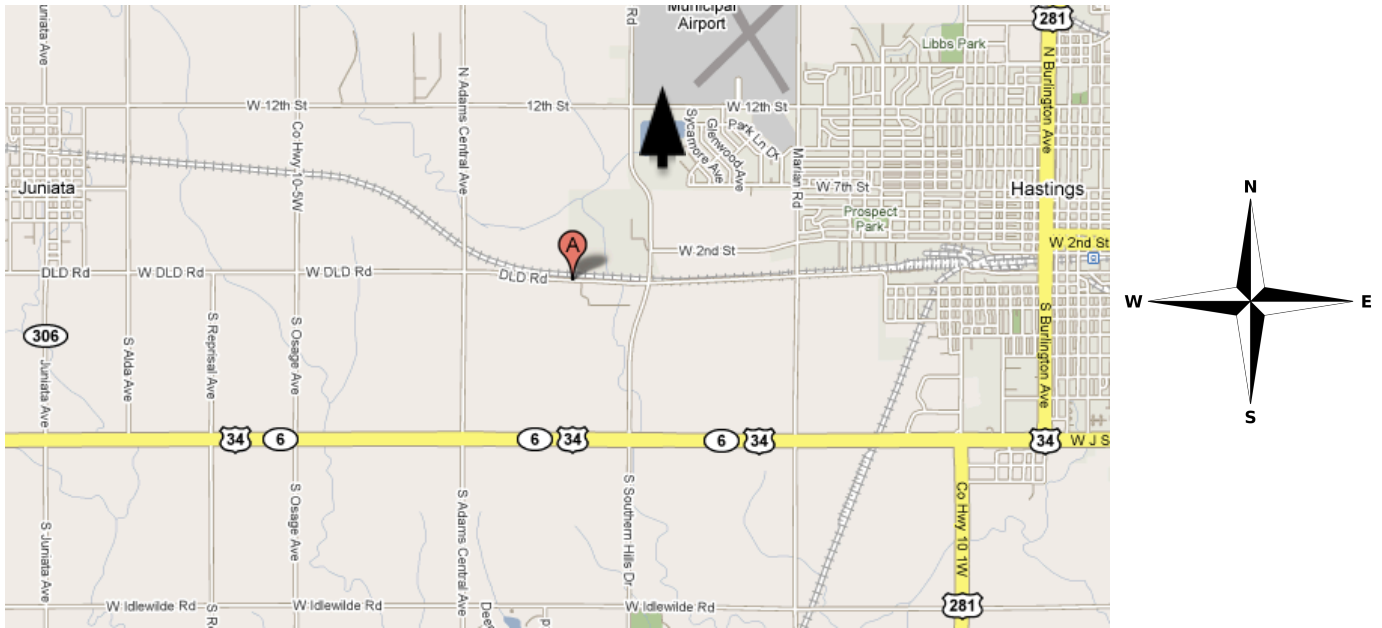
Email hello@prairie loft.org or call 402-463-0565.



**Directions to Prairie Loft**

Physical address: 4705 DLD Road, Hastings, NE *(no mail here, please)*

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](http://www.prairieloft.org)**

Office phone: 402-463-0565