



City of Oakland

401 N Oakland Ave
Oakland, NE 68045

Phone 402.685.5822
Fax 402.685.5853
Website: www.ci.oakland.ne.us
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CITY OF OAKLAND

AUDITORIUM RENTAL AGREEMENT

This rental agreement between the City of Oakland, as lessor, and the undersigned lessee, is intended to define the responsibilities of the lessee for renting the facilities, known as the City Auditorium;

Date of use _____, 202_____,
(Month) (Date or Dates)

The hours:
Time in: _____ Date _____,
Time out: _____ Date _____

Base time periods shall be 6 a.m. to noon, noon to 6 p.m., and 6 p.m. to midnight

The purpose: _____

Will there be alcoholic beverages consumed at the event? _____YES _____NO

The charge: \$40.00 per 6 hour period.
Base time periods shall be 6 a.m. to noon, noon to 6 p.m., and 6 p.m. to midnight.
Public dance where alcohol is served minimum charge is \$250.
Total charges: \$ _____

- 1. A \$150.00 cleaning/damage deposited upon signing rental agreement...
2. Payment for space being rented shall be paid upon pick up of the key.
3. A key for the building may be picked up at the City Clerk's office...
4. Hours of operation: No function will be allowed to continue past midnight.
5. All hallways and doors shall be kept clear by order of the State Fire Marshal's Office.
6. If the lessee desires to have alcoholic beverages present at the event...
7. The lessee shall be responsible to the lessor to maintain security...
8. The lessor shall require the lessee to provide a law enforcement officer...
9. The lessee acknowledges that the Oakland City Police Department...
10. The lessee shall be responsible for all damages to the facility...
11. All clean-up must be completed and all lessee property must be removed...
- Thermostats: may be turned to 70 F during the event.
- All floors must be swept and liquid spills must be mopped up.



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- All dishes, pots, pans and coffee makers must be washed, dried and put away. Counters, tables, stoves, sinks, and refrigerators must be wiped down. If you use the city's dish towels, they must be laundered and returned as soon as possible.
 - Lessors must set up the provided tables and chairs for their particular event. The tables and chairs must be clean and in good shape when put back on the storage racks. Please have TWO people handle each table because they are too heavy for one and they get damaged. Any broken or damaged tables or chairs should be left out.
 - Any decoration placed in the building before an event or not removed by the renter after the event will constitute rental and the lessee will be charged at the regular rate of \$40 per 6 hours of use.
 - Please make sure that the stove is turned off.
 - No spray or brush painting is allowed.
 - No loose glitter or confetti will be allowed.
 - Helium balloons, if used, must be securely attached and removed after the event.
 - No un-approved tape shall be used on wood floors.
 - No nails shall be used in walls
 - Garbage bags are furnished. All garbage (kitchen and restrooms) shall be collected, bagged and left outside the kitchen door in the trash cage.
 - Please check all doors upon your departure to make sure they are shut tightly and locked.
12. Liability is not limited to the cleaning/damage deposit. The lessee will be billed for any damage incurred above the **\$150** cleaning/damage deposit.
13. Use of the balcony is at the lessee's own risk.

WHEREFORE, the parties hereto have jointly executed this document this _____ day of _____, 202_____.

CITY OF OAKLAND

By: _____
(City Clerk for Lessor)

Lessee:

(Signature required)

Deposit paid: Date _____ check # _____ / cash Amount _____.

Rent paid: Date _____ check # _____ / cash Amount _____.

Key # signed out _____ Date _____

Notes: _____

Key signed in date _____ . Deposit returned _____

If not, Why not? _____
