



Rental Agreement

Rental Rates:

Auditorium Half Day	\$90
Auditorium Whole Day	\$150
Children's Discovery Zone Birthday	\$135
Lueshen Bird Library	\$25/hr

Verges Park	\$350
Including Auditorium	+\$90
Including Day-Before Rehearsal in Park/Auditorium	+\$90

Rental Options:

The Affiliated Auditorium

The Affiliated Auditorium is a large meeting room that is great for your next meeting, party, or gathering! It is equipped with a door near the parking lot, refrigerator, stove, sink, tables, chairs, and access to the bathrooms. No alcohol is allowed. The Affiliated Auditorium can hold up to 154 people standing and with chairs or 65 people with tables and chairs. Comfortable for large or intimate gatherings. \$90 for a half day, \$150 for a whole day. Friend-Level members receive 30% off

Discovery Zone Birthday Parties

Looking for a unique and fun location for your child's birthday party? With this rental, you have the Affiliated Auditorium as well as access to the Children's Discovery Zone. Note: Adult supervision is required whenever children are in the Children's Discovery Zone. \$135, 15 child limit.

The Lueshen Bird Library

Having a small meeting and want a room with a great view? The Lueshen Bird Library has its own external door and can seat up to 25 people. No food is allowed for this rental. \$25/hour
Meetings in the Lueshen Bird Library are a free benefit of business memberships.

Historic Verges Park

Verges Park is a beautiful place for a family gathering or wedding. This rental is for the park only, renters must provide their own chairs, tables, and restroom facilities. \$350 for one day.
Consider also booking the Auditorium as a rain location for an additional \$90/day and/or for the rehearsal the day before (includes park and Auditorium) for an additional \$90/day.

Museum admission is not included in rental rates, but your guests are welcome to enjoy the Elkhorn Valley Museum for the group rate of \$4/person.

Any questions? Contact Ryan at ryan@elkhornvalleymuseum.org or 402-371-3886.



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Verges Park	\$350	\$ _____
Including Auditorium	+\$90	\$ _____
Including Day-Before Park/Auditorium	+\$90	\$ _____
Total		\$ _____

1. A nonrefundable deposit of at least half of the rental rate is required to reserve the room.
2. Alcohol is not permitted
3. You agree to leave the room/park in a state as clean as it was found.
4. Do not prop open doors (this allows insects and small animals to enter the museum).
5. You are responsible for removing any trash and placing it in the dumpster on the south side of the museum
6. At the end of your Auditorium rental the chairs are to be stacked at the back of the room and the tables folded against the wall before you leave.
7. Extra chairs and tables must remain inside the room you are renting.
8. If you have the exterior door unlocked, ensure it is locked again before you leave.
9. The room will be inspected by staff the next business day.
10. Rental fees are to be paid in full prior to or on the day of the event.
11. Park in designated parking lots. Do not park in the lane leading to Verges Park.
12. You agree to report and pay for any damage caused to the room or items during your rental.

Please complete the following information:

Date of rental _____ **Times of rental** (please include set-up/clean-up): _____

Renter Name: _____

Address: _____

Phone Number: _____ **E-mail Address:** _____

check here if you do not want to receive occasional e-mail updates about events at the Elkhorn Valley Museum

Purpose of Auditorium Rental: _____

Name of person/family/group being celebrated: _____

Signature of Renter: _____ **Date:** _____

Office Use Only:

Paid deposit date: _____

CC Cash Check # _____

Paid rental fee date: _____

CC Cash Check # _____