



Omaha Police Officers' Association
13445 Cryer Avenue
Omaha, NE 68144-2500

Hall Rental Agreement

Hall (402) 505-9698
Fax (402) 393-7311

Email: Hallmanager@OmahaPOA.com

Omaha Police Officers' Association
13445 Cryer Avenue
Omaha, NE 68144-2500
Office (402) 505-9698

This AGREEMENT made and entered into between the Omaha Police Officers' Association, a Nebraska non-profit corporation hereinafter referred to "OPOA" and _____ hereinafter referred to as "LESSEE" for premises located at 13445 Cryer Avenue, Omaha, Nebraska.

A three hundred-dollar (\$300.00) deposit is required to hold the date for LESSEE'S event and for any damages sustained in or outside the building, and for any items removed from the Hall. LESSEE agrees to forfeit the deposit to reimburse OPOA for any damage to the premises or to the contents resulting from the occupancy and use by LESSEE. If anything is removed from the Hall that belongs to OPOA, The LESSEE'S deposit will be forfeited. LESSEE shall be responsible for all costs incurred for the repair/replacement to the premises or to the contents of the Hall, i.e. **HDMI cords, projectors, kegerators, damage to the walls, ceilings, hooks on the walls, appliances or the AED to name a few.**

If LESSEE cancels their event 30 days or less in advance of the rental date, the LESSEE'S deposit shall be forfeited.

LESSEE agrees to assume complete responsibility for the premises and agrees to hold OPOA harmless from any liability arising during LESSEE' use of the premises. No event shall proceed past 12:00 MIDNIGHT unless PRIOR approval is received from the Hall Manager.

LESSEE is allowed to purchase their own alcohol/beer for said event. If LESSEE intends to have a "cash bar" then a one-day license permit issued by the City of Omaha with the City Clerk's office MUST BE PURCHASED BY LESSEE. A copy of the one-day license shall be attached to this rental agreement by the day of the event. (You can check with your caterer, or liquor distributor to assist you with the one-day license requirement.) Please be advised it can take up to 30 days for the City to process the license.

IT IS AGREED BETWEEN THE PARTIES THAT IF ALCOHOLIC BEVERAGES ARE CONSUMED ON THE PREMISES, NO BEER/ALCOHOL WILL BE SERVED TO A MINOR OR TO AN INTOXICATED PERSON AND NO BEER/ALCOHOL WILL BE TAKEN AND/OR CONSUMED OUTSIDE OF THE BUILDING.

Any member or members of the Omaha Police Officers' Association's Executive Board, or any person or persons authorized by said Board, shall have the right to be on said premises during rental hours. OPOA reserves the right to shut down any event that DOES NOT COMPLY with OPOA's Hall policies.

AN OFF-DUTY OFFICER PROVIDED BY AND SCHEDULED BY THE OMAHA POLICE OFFICERS' ASSOCIATION is required for all scheduled events at the Hall and LESSEE is to pay the officer directly for his/her services. LESSEE agrees to pay \$50.00 per hour to the off-duty officer including time allotted for clean-up. The off-duty officer will ALWAYS be the last person out of the building.

ALL DELIVERIES, CATERERS and VENDORS, should use the door on the NORTH side of the building.

The rolling bar and beer cooler MUST be used in one of the Halls, not on the carpeted areas. Please do not remove any pictures from the walls.

All TRASH should be removed via the door on the north side of the building and placed in the dumpster. The key for the dumpster is in the kitchen hanging on a chain by the entrance to the kitchen. Please reline all trash containers with trash bags (trash bags provided by OPOA are located in the kitchen).

Smoking and other tobacco products are prohibited in the building but are allowed outside of the building.

PRIOR TO THE DAY OF THE EVENT, Lessee and Hall Manager will agree on a time not earlier than 7:00am that LESSEE will have access to the Hall.

- LESSEE should schedule all deliveries, caterers, decorators for delivery the DAY OF their event.
- At no time will OPOA be responsible for accepting deliveries, decorators, caterers, etc. LESSEE is responsible for making arrangements on the DAY OF the event for someone to be at the Hall to accept all deliveries, etc.
- If OPOA is required to open the Hall more than once, LESSEE will be charged an additional \$50 for every additional time the Hall is unlocked.
- Anyone wishing to visit the Hall, such as caterers or decorators, prior to the event MUST call and make an appointment with the Hall Manager.
- Any items left by the LESSEE, unless prior arrangements have been made with the Hall Manager, will be discarded immediately.
- LESSEE is responsible for taking down and removing all decorations and items brought to the Hall at the conclusion of the event, unless prior arrangements are made with the Hall Manager. Violations could result in forfeiture of LESSEE'S deposit.

The parties have executed this Agreement on _____ day of _____, 20_____.

Authorized Agent
Omaha Police Officers' Association

Lessee Signature

Contact Information:

Lessee(s)

Mailing Address

Phone: Home/Cell

ALL LAWS OF THE STATE OF NEBRASKA PERTAINING TO A MINOR IN
POSSESSION OF ALCOHOL AND ANY ADULT SUPPLYING ALCOHOL TO A
MINOR WILL BE ADHERED TO BY THE OMAHA POLICE OFFICERS'
ASSOCIATION AND ITS REPRESENTATIVES.

Rental Date: _____

Event: _____

Rental Rate: _____

Hall Deposit: _____

Off-Duty Police Officer Fee: \$50.00 / Hour

**(The off-duty rate of \$50.00 per hour is in addition to the rental fee
and is paid to the off-duty Officer at conclusion of event)**

The deposit will be returned to LESSEE provided the Hall is cleaned as required by OPOA, there is no damage to the premises and/or its contents of the building and no items are removed from the Hall. Should there be damage and/or contents missing from the building, LESSEE shall incur all costs for repair or replacement including but not limited to the initial deposit.

Thank you,

OPOA Management

Hall Information

- 35+ Tables- 8' long banquet style (2" side width for skirting) over 300 chairs available
- Kitchen includes stove top oven, 2 refrigerators with freezers, microwave, 60-pot coffee maker and coffee supplies, paper towels, kitchen towels, trash bags, cleaning supplies
- 1 refrigerated beer cooler on wheels (holds up to 2 kegs)
- Rolling bar with counter and ice bin
- Microphone/podium
- Wall mounted big screen TVs in larger hall
- Hooks are located around the stage for netting, streamers etc.
- Broom, mop, vacuum, and ladder are available for use and are located in the Janitor's room near the North exit
- Cleaning supplies are located in the kitchen and bathroom cabinets. Additional cleaning items are located in the Janitor's Room near the North exit.

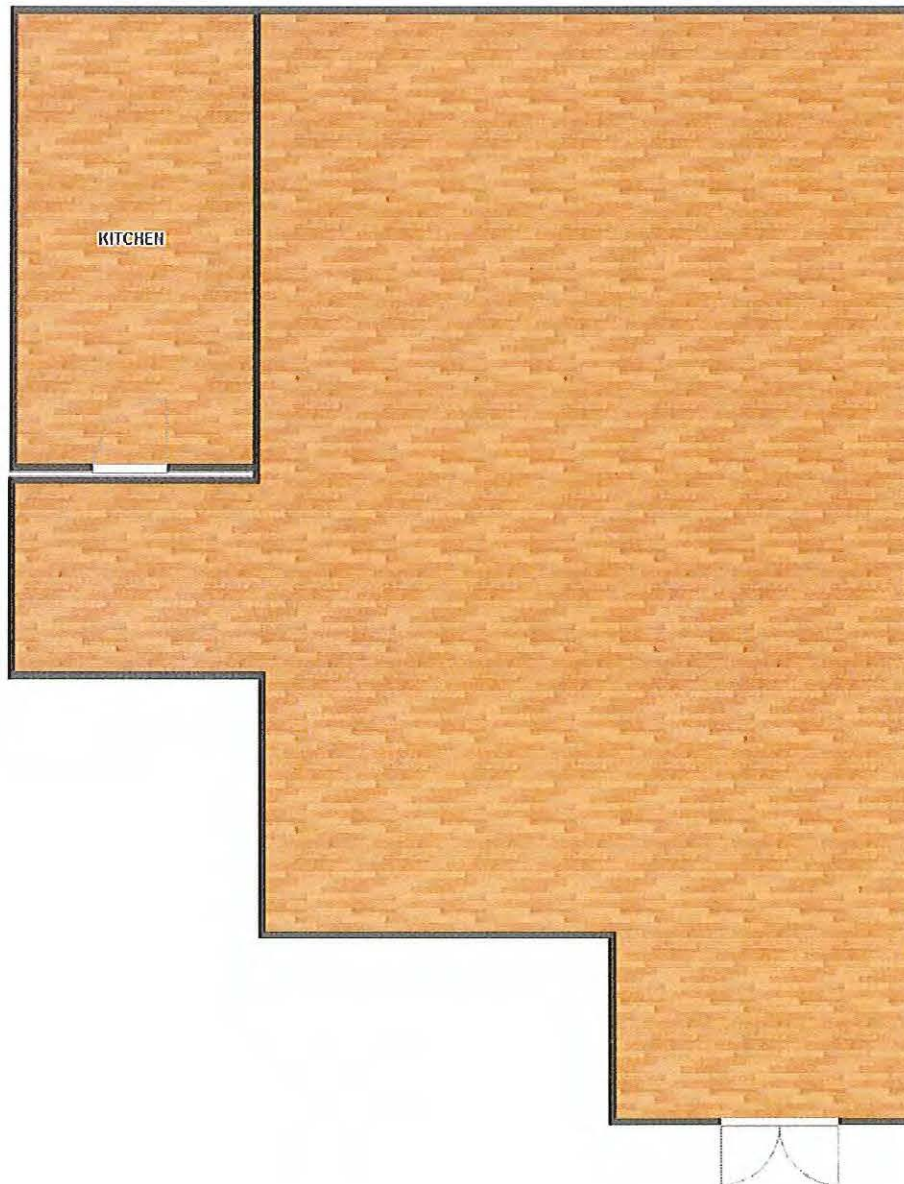
Hall Rules

- All FOOD and DRINK service must be conducted in either one of the halls and not on the carpeted areas.
- The beer COOLER and/or the rolling BAR must be in either one of the halls, not on the carpeted area.
- Deliveries should be done through the North exit door behind the kitchen. Any deliveries to the Hall must be coordinated with LESSEE and scheduled for the **day of the event ONLY**.
- Signs/balloons may be used outside to indicate your event and must be removed upon departure
- Candles may be used in the Hall responsibly. **No rice, glitter, confetti, bird seed, gravel or kitty litter may be used inside or outside of the Hall for any reason.**
- No nails may be used on walls. LESSEE assumes all responsibility for damage created to walls or ceilings from hooks, adhesives or nails.
- Children must be supervised at all times inside/outside of the building.
- No sitting on tables/standing on chairs; a ladder is available in the Janitor's Room for decorating purposes.
- NO ONE is allowed on the second level of the building and no persons or objects may be on the stairs.
- Please do not block the stairs or building exits.
- Please do NOT remove pictures from the walls (if you need pictures removed please get approval from the Hall Manager prior to your event).
- Clean the kitchen after use including wipe off counters, stove and clean coffee pots, if used.
- **Wipe off table tops** and any spills on floors.
- Please reset the thermostats as you found them.
- Vacuum /Sweep floors as necessary.
- All chairs must be stacked in the hall area and placed against the perimeter walls upon your departure.
- Please remove all items belonging to you upon departure, including decorations or personal items. We are NOT responsible for items left at the Hall after your event.
- Empty ALL trash and replace bins with trash liners (trash key and trash bags can be found in the kitchen).
- The fuse box for the kitchen is in the Janitor's Room (near the north exit) with the brooms, vacuum, etc.
- Please make sure all toilets are flushed and trash is removed from restrooms.
- Turn lights off (there are some safety lights that will remain on at all times).
- The off-duty officer will stay and be paid for the time used for cleanup of the hall—THE OFF-DUTY PERSON IS THE LAST ONE TO EXIT THE BUILDING.

Thank you for your cooperation!

Buffalo Hall

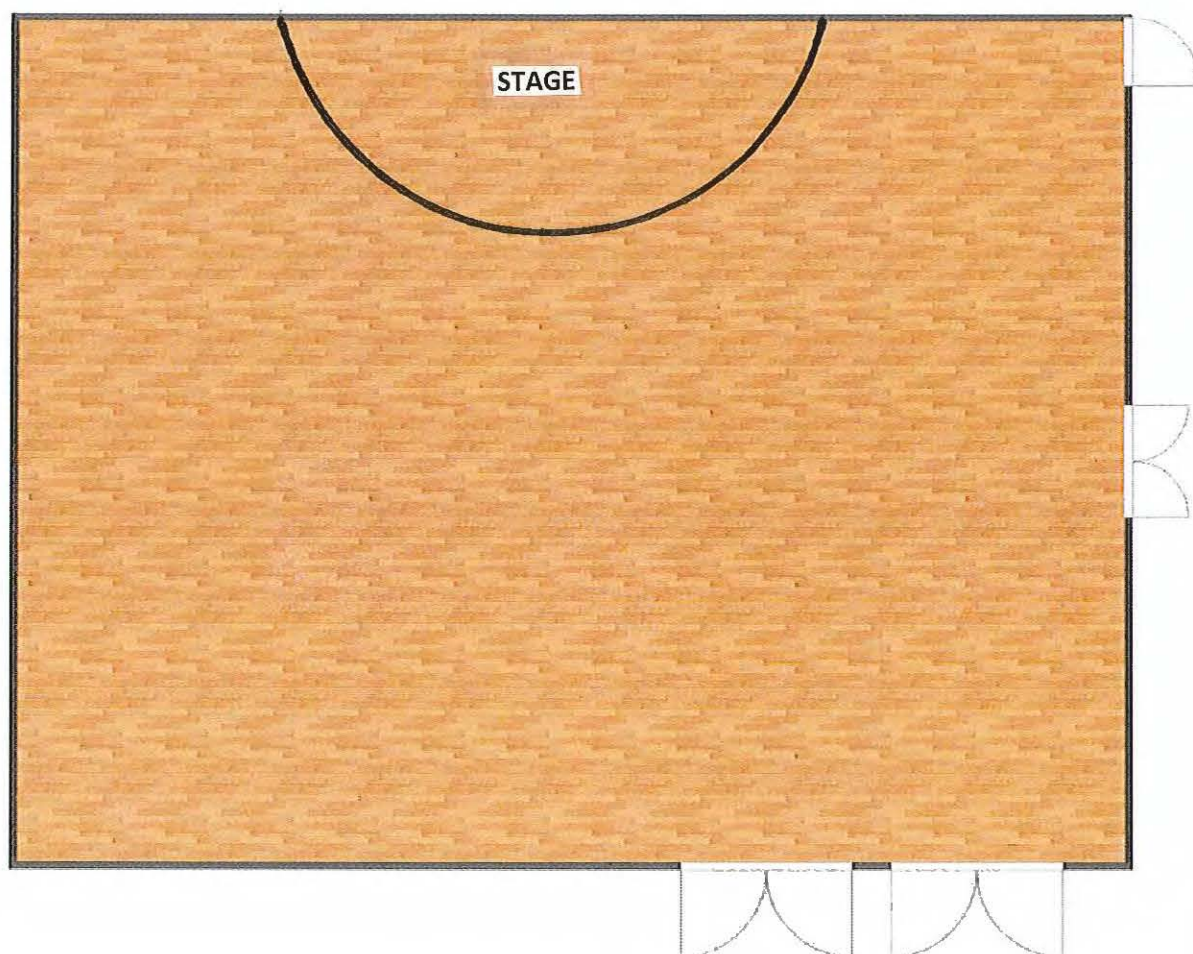
dimensions 29' X 50'



Room Capacity 100

Cryer Hall

dimensions 40' X 53'



Room Capacity 200