



## **2019 Nebraska Club Event Contract**

Hello and welcome to the Nebraska Club! We are happy to provide you our unique spaces, dreamy views, great service, and delicious food and drink. Please (members included) read and sign this document upon booking a room for an event. Thank you for choosing the Nebraska Club!

### **Event Booking/Coordinating Process**

The Events Coordinator, Annie Bohling, can be reached at [annie@nebraskaclub.net](mailto:annie@nebraskaclub.net) and 402-476-3228, extension 2. Answers to many general questions can be found in this contract and in material on our website. Please see our Events page on [www.NebraskaClub.net](http://www.NebraskaClub.net), which includes our Banquet Event Menu and the Event Planning Checklist.

1. **Please thoroughly read this contract.**
2. **Request a reservation** (including the date, time frame, estimated number of people and which room or rooms) via phone or email. The Events Coordinator, Annie Bohling, can be reached at [annie@nebraskaclub.net](mailto:annie@nebraskaclub.net) and 402-476-3228, extension 2.
3. If the Nebraska Club can accommodate your event, the Events Coordinator will hold the requested room(s) for your event, but **nothing is guaranteed until the contract is signed and the Room Rental Fee is paid.**
4. **Please pay the Room Rental Fee.** Payments can be made over the phone with a credit card, or charged to your member account, if applicable. Non-members pay the entire Room Rental Fee.
5. **Please sign this contract and deliver it** via email ([annie@nebraskaclub.net](mailto:annie@nebraskaclub.net)) or in person no later than 30 days in advance to the date of the event.
6. Your reservation is confirmed when the Events Coordinator receives the signed contract and payment for the deposit/room rental. The Event Coordinator will send the party host a confirmation via email.
7. Discuss party details with the Events Coordinator in meetings, phone calls, emails as necessary. The Events Coordinator will show the party details in the form of a Banquet Event Order, first as an initial quote if requested, then as a draft BEO, and lastly as the final BEO.
8. **Planning timeline:**
  - The Room Fee/Deposit should be paid and the contract should be signed to guarantee the booking of the Nebraska Club for an event. This should be done at least 30 days in advance to the date of the event. The event is not promised until the fee is paid and the signed contract is delivered.
  - The menu choice is due 30 days in advance.
  - All final details (including menu choices, headcount, special orders and room set-up) are due 7 days in advance to the event.

*Please continue reading on Page 2.*

**Deposit/Room Rental Fee Policy:**

- **“Resident” and “Business/Corporate” members:** Nebraska Club members paying annual membership dues of \$600 or more enjoy the benefit of waived Room Rental Fees, but they still need to pay a deposit (half the cost of the Room Rental Fee) to secure an event reservation. This deposit will be credited to the party total. **Resident and Business/Corporate members renting the Entire Club will pay half of the Entire Club Room Rental Fee.** Please see the Room Rental Fees and Cancellation Policy below.
- **“Non-Resident,” “Young Professional” and “Legacy/Senior” members** enjoy the benefit of renting rooms at half price. Please pay half the respective Room Rental Fee upon booking a room for an event.
- **Member-sponsored events and UNL Lifetime Alums** enjoy the benefit of renting rooms at half price. Please pay half the respective Room Rental Fee upon booking a room for an event. The member sponsoring the event must directly email the Events Coordinator to put in writing that they agree to sponsor the event.
- **Non-members and reciprocal club members:** Please pay the respective Room Rental Fee.

**Room Rental Fees:**

- **Main Dining Room:** \$550 day. \$750 evening. Seats 50\* max.  
Elegant dining room with views to the East.
- **Lounge:** \$375 day. \$500 evening. Seats 40\* max. Loungey vibes, a full bar and mesmerizing views to the North and some to the East.
- **Banquet Room:** \$700 day. \$950 evening. Seats 150\* max.  
A large space with gorgeous sunset views to the West and downtown views to the North.
- **Banquet Room and Lounge:** \$950 day. \$1,250 evening. Seats 200\* max.  
Take in the views of our entire West side and Entire North side (and some to the East), and enjoy the full bar and relaxed and conversational atmosphere in the Lounge.
- **Northern Banquet Room:** \$250 day. \$500 evening. Seats 70\* max.  
A long North wall provides prime views to the Memorial Stadium to the North, as well as views to the North. A fun and private room (enter through the Lounge.)
- **Southern Banquet Room:** \$250 day. \$500 evening. Seats 70\* max.  
Prime sunset views to the west. Private entrance through main banquet doors just off of the elevator.
- **Entire Club:** \$1,500 day. \$2,200 evening. Seats 275\* max. (Resident members pay half of fee as deposit, which is credited to their party. All other members and member-sponsor events pay half of the Room Fee.)
- **Capitol Room:** \$100 day. \$250 evening. Seats 20 people.  
A member favorite room, showcasing the State Capitol Building located just four blocks away. Windows line the East and South walls. Perfect for board meetings and private dinners. Built-in projector screen included. *(All members enjoy renting the Capitol Room and Stadium Room free of rent and free of deposit, but please see our party minimum policy, effective July 1, 2019.)*
- **Stadium Room:** \$50 day. \$100 evening. Seats 8 people comfortably at one round table, or 12 people at a rectangular table. Great for board meetings and small, private gatherings. North windows look out over the Memorial Stadium. TV included. *(All members enjoy renting the Capitol Room and Stadium Room free of rent and free of deposit, but please see our party minimum policy, effective July 1, 2019.)*

*\*Room capacity is dependent on room set-up. Food buffets, function bars, A/V equipment may decrease room capacity.*

*Please continue reading on Page 3.*

**Cancellation Policy:**

- Cancellations made more than 30 days in advance to the event will receive a full refund of the deposit/room fee paid.
- Cancellations made 14 to 30 days in advance to the event will receive a 50% refund of the deposit/room fee.
- Cancellations made within 14 days before the date of the event will not receive a refund.
- \*Considerations given for emergencies, including weather.

**Party Minimum:**

The Nebraska Club reserves the right to charge a \$10 per-person party minimum (for example, to members using Nebraska Club rooms and employee time but without ordering food). This will be determined on a case-by-case basis and discussed in advance, though the Nebraska Club reserves the right to enforce the party minimum at the conclusion of the event.

**Additional Event Fees:**

Event set-up fees apply, such as the automatic linen fee, audio/visual equipment set-up fees, the dance floor set-up fee, etc. A \$75 fee is charged to bars not exceeding \$200 in sales. Please see the Additional Event Fees list in our Banquet Packet found on our website as a PDF.

**Payment:**

- All member or member-sponsored events shall be charged to the member's account, although the host may settle the bill directly. Special billing must be arranged and approved in advance.
- Non-member events shall be paid for at the conclusion of the event with a credit card. Special billing must be arranged and approved in advance.
- We accept Visa, Mastercard, Discover, American Express, a personal or company check and cash.

**Weddings / wedding reception payment:**

A 50% minimum deposit of the estimated total charges (\$3000 or above) must be paid no less than seven (7) business days in advance to the day of the wedding or wedding reception. The balance of any amount owed must be paid on or before the day of the event, unless special billing has been previously arranged and approved.

**Taxes:**

All food and drink is taxed with the 2% Nebraska State Sales Tax, the 7% Lincoln City Sales Tax and the event industry standard 22% service charge. The room rental fees and additional event fees are not taxed.

**Decorations:**

Outside decorations are allowed with approval in advance. No glitter or confetti.

**Damages:**

Parties agree to pay for any damages on the premises. Examples damage to carpet, paint, plumbing, etc.

*Please continue reading on Page 4.*

**Food and Beverage:**

- Buffets will be prepared to serve up to 5% above the guarantee. Charges (buffet or plated) will be based on no less than 100% of your guaranteed number of guests or actual attendance, whichever is higher. Buffets are not “all-you-can-eat.” Buffets are designed to feed each person one serving of one protein and one serving of each side dish. If guests take large servings or two servings and your party runs out of food, the Nebraska Club will do its best to prepare additional food, and will charge accordingly.
- Buffets will be served for a maximum of two hours, per the Lincoln-Lancaster County Health Department.
- All menu items are subject to availability and seasonality. Rates are subject to change.
- Our chefs will happily accommodate dietary restrictions with ample notice.
- With the exception of wedding cakes, mints and nuts, **no food or beverage** may be brought onto the Club property.
- Please see *Nebraska Club Event Fees* sheet for fees that may apply to your party, such as the \$50 fee for an outside dessert brought in, our cake-cutting/clean-up fee of \$50, and our corkage fee of \$25.

### **Hours of Operation:**

Functions may be held between the hours of 7:00 a.m. to 1:00 a.m. Last call is given at 12:15 a.m., the bar closes at 12:30 a.m. and all members and guests are to be off the premises by 1:00 a.m. The Nebraska Club is closed on Sundays and Saturday mornings. A minimum of \$2000 in food sales (excluding tax and service charge) is required to open the Club for service on Sundays or during the day on Saturdays. (The Nebraska Club is open on Saturday evenings.)

### **Alcoholic Prohibitions**

Nebraska law prohibits any person under the age of 21 from consuming alcohol and also prohibits the removal of alcoholic beverages from a food/beverage establishment. The person(s) hosting the event shall assume responsibility for informing their guests of and enforcing these requirements. **No outside alcohol may be brought onto the club premises. We reserve the right not to serve.**

### **Event Termination**

The Nebraska Club reserves the right to terminate any event, at any point during the event, due to unruly, detrimental or dangerous behavior by members, hosts or guests.

### **Additional Information:**

- The Nebraska Club does not provide a laptop for visual presentations. Please arrange technology needs in advance. Equipment is reserved on a first-come, first-served basis.
- The Nebraska Club is not responsible for lost or stolen items.

## **Agreement to Nebraska Club Event Contract**

**I have read and agree to the above terms and conditions.**

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Projected Number of Attendees: \_\_\_\_\_

Room(s) booked at the Nebraska Club: \_\_\_\_\_

This event is (choose one):

hosted by a Nebraska Club Member, sponsored by a Nebraska Club Member or hosted by a non-member.

Rental Fee of Room(s) booked: \_\_\_\_\_

Amount of Rental Fee/Deposit paid: \_\_\_\_\_

Date of Rental Fee/Deposit paid: \_\_\_\_\_

**I agree that the above information is correct.**

Party Host Printed Name: \_\_\_\_\_

Party Host signature: \_\_\_\_\_ on this date: \_\_\_\_\_

**Approved by:**

Nebraska Club Events Coordinator signature: \_\_\_\_\_ on this date: \_\_\_\_\_