



Event Space Rental Agreement

Event Date: _____ Setup Time: _____ Event Start Time: _____ Event End Time: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contract Phone: _____ Contact Email: _____

NOTE: rental time is based on eight (4) hours, which is inclusive of load-in and load-out. additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 4 hours.

Signed contract and date-hold deposit in the amount of \$100.00 (for the first 4-hour rental period) must be received to reserve your date(s) and time(s).

The balance of your space rental fee is due the day of your event.

Miscellaneous costs, catering, furniture, and equipment rentals are due the day of your event.

Payments should be made to **Nebraska Brewing Company**. Cash, check and major credit cards are accepted. A credit card authorization form is located on the last page of this contract.

No refunds of the space rental fees will be given 7 days prior to an event, as your agreement to rent the space on this date may cause the loss of additional bookings or business. Reserved food and beverage catering, along with rentals and/or purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, agreed and authorized by:

Primary Contact/Renter: _____ Date: _____

Acknowledged and agreed by:

Nebraska Brewing Company: _____ Date: _____

CREDIT CARD PAYMENT AUTHORIZATION FORM

Nebraska Brewing Company requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize Nebraska Brewing Company to make a debit(s) to your credit card listed below. Once complete, please email to traci@nebraskabrewingco.com. By signing this form you give Nebraska Brewing Company permission to debit your account as indicated below.

This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize **Nebraska Brewing Company** to immediately charge my credit account a date-hold deposit of \$100.00 Note: date-hold deposits are non-refundable within 7 days of the event. This payment is for my event on _____.

Billing Address: _____

Billing Phone: _____

City, State, Zip: _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name: _____

Account Number: _____

Expiration Date: _____ CVV2 Number: _____

I authorize **Nebraska Brewing Company** to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

SIGNATURE: _____

DATE: _____