

# Special Event/Rental Policies



The Omaha Kroc Center is the perfect location for any special event; either formal or casual. Our professional team will be happy to assist you in planning business meetings, holiday parties, awards banquets, corporate receptions and any other special event. In order to make the planning of your event simple and trouble free, we have developed a list of policies/procedures. To honor the Kroc Center's mission, all event requests will be reviewed and approved at the Kroc Center's discretion based on proposed activity or type of event.

## FACILITY LOCATION/CAPACITY

The Kroc Center has many locations within our facility to serve our guests depending on the number of attendees and type of event.

The Joyce Mammel Assembly Hall is a theater type setting with a large stage area and seating capacity of 400 (*w/balcony* 525). The Fellowship Hall is the perfect location for formal dinners and banquets with a seating capacity of 350. The Ricketts Family Chapel is a more intimate location and perfect for business meetings, receptions or seminars and seats 100. Each of our 7 Education/Meeting Rooms have a capacity of 50 but each can easily be converted into two smaller rooms of 25 and work well for business meetings, luncheons, training, break out sessions and team building. The Computer and Resource Labs can be utilized by schools, businesses or groups and accommodate up to 48 participants.

There is also our Gymnasium Complex for basketball, indoor soccer or volleyball, the Aquatic Center for swimming and recreation, or the Sports Field Complex or Festival Plaza for outside events and large gatherings. The Kroc Center is available for rent by individual location or, for larger groups; multiple areas can be rented exclusively, depending on availability.

## ALCOHOLIC BEVERAGES

Alcoholic beverages of any kind are not allowed in the Kroc Center or on the surrounding property.

## CONCESSIONS AND CATERING

The Kroc Center Catering is the exclusive provider of food and beverage service in the facility and on the surrounding property. No outside food or beverages are allowed to be brought into the facility.

## AUDIO AND VIDEO EQUIPMENT

The Kroc Center does have a basic range of audio and video equipment on site and will be provided at no additional charge. A list of preferred vendors for any specialized audio and video needs will be provided. Please review any equipment needs with your Kroc Center Event Coordinator.

## GENERAL GUIDELINES

- The Kroc Center requires a valid credit card number and a 25% non-refundable rental deposit upon completion and signing of the rental agreement. The deposit will be credited in full to the group's account in the final invoicing. Final balances are due 7 days prior to the date of event. Any additional expenses at the conclusion of the event will be charged to the credit card on file.
- Final preparations for events, including attendance numbers and menu selections and confirmation of special details must be made at least 72 hours prior to the event. If an updated attendance number is not received, the estimated count indicated on the original Rental Agreement will be used as guarantee for food preparation and invoicing purposes.
- All food and beverages must be consumed in the facility. For health and safety reasons, any remaining event food and beverages cannot be taken out of the facility.
- The Kroc Center provides all standard tables, chairs with appropriate linens at no additional charge. Specialized items can be provided for an additional fee.
- All facility property will be operated and set up by Kroc Center personnel; including tables, chairs, podiums and AV equipment. Applicable set up fees may be assessed if changes are made after initial event set up.
- In the event of any circumstances beyond its control, (i.e. inclement weather or facility catastrophe) the Kroc Center is unable to perform its obligations under this contract, the Kroc Center nonperformance is completely excusable. The Kroc Center shall not be liable for costs, expenses or losses incurred to the group/guest.
- All clients of the Kroc Center are responsible for the conduct of their employees and invited guests and are responsible for any damages caused by such individuals while in the facility. Boisterous or offensive language is not permitted at any time. The Kroc Center reserves the right to remove any guest or to end an event if in violation of appropriate conduct. The Kroc Center will not be liable for costs, expenses, injuries or losses incurred to the group/guest.
- Event floor plans or room layouts must be approved by the Kroc Center at least two weeks in advance of the event.
- Any special decorations and signage are to be discussed and approved prior to the event. Any decoration elements and signage left after the conclusion of the event will be disposed of by Kroc Center personnel. Helium balloons are not allowed to be used in the Kroc Center.
- In the event of confetti, glitter, bubbles or excessive decorations being used, applicable cleaning fees may be assessed. The use of tacks, tape or any adhesive backed product on any wall, window or fixture is prohibited. The use of birdseed and rice is allowed outside the facility only.
- Any special deliveries or loading/unloading needs must be arranged in advance. Deliveries of event related material or equipment may arrive no sooner than the day of the event date without prior approval.
- All rental groups must sign a Hold Harmless Agreement in which the rental group assumes the risk of injury to all persons who are on the Kroc Center property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises or provide a certificate of insurance naming The Salvation Army, Ray and Joan Kroc Center and its respective officers, directors, employees and agents as additional insured's.
- The Kroc Center and the surrounding property is smoke and tobacco-free.
- Weapons of any kind are prohibited from being brought into the facility or on the surrounding property.

Please contact the Kroc Center Special Events department with any questions about the above policies.