



CITY AUDITORIUM: EVENTS & SPORTS RENTAL RESERVATION REQUEST FORM

Great Bend Recreation Commission
P.O. Box 353, Great Bend, KS 67530
(620) 793-3755
Link: <https://greatbendrec.com/contact/>

Lessee Name: _____ Email Address: _____

Organization/Group: _____ Address: _____

City/State/Zip: _____ Primary & Secondary Phones: _____

RESERVATION INFORMATION

Hours of Operation: City Auditorium availability Labor Day through Memorial Day due to having no A/C in the building. Closed on observed Recreation Commission holidays. Time/dates available vary by season. All events must conclude by 12 midnight and be vacated by lessee by that time.

Reservations: Cannot be made more than 1 year in advance. All requests are processed on a first-come, first serve basis.

Seating Capacity: Gym Floor- 500 viewing the stage Balcony – 800 viewing the stage

Lessee: must include any set-up and tear-down times in the rental agreement. Lessee is responsible for all damages to the facility and will be responsible for signing and submitting all paperwork and payments related to the rental of the facility. Minimum age of lessee is 21 years of age.

1. Fill out Rental Request Form. Include all date and time preferred to use the City Auditorium. Reoccurring events not allowed.
2. Return the Completed Reservation Request Form to Great Bend Recreation Commission, P.O. Box 353, Great Bend, KS 67530
 - Once Request Form is completed and returned to GBRec office, your request will be processed, and you will be contacted by a staff member.
 - Completion of all paperwork does not guarantee approval of request.
 - No reservation is final until a Rental Agreement/Contract is signed by all parties.
 - Full Payment is due when the rental Agreement/Contract is signed. Full payment is due ten (10) days prior to event.
 - Proof of Insurance is due ten (10) days before rental or reservation will be cancelled.
3. Deposit completed and signed reservation form and rental fee calculation worksheet is required at the time of reservation.

Initials _____

Lessee is responsible for all damages to the facility and will be responsible for signing and submitting all paperwork and payments related to the rental of the facility.

Initials _____

Date: _____ Event Description: _____

Start Time*: _____ End Time** _____

*Include lessee set-up time

**All guests, vendors, performers, equipment, & décor must be out of the facility at the end of the rental time.

Estimated Attendance _____

BY SIGNING BELOW, you acknowledge that you have read, understand, and agree to all terms and conditions outlined in the facility rental rules and regulations and the reservation form. You also agree to pay all fees related to the facility rental.

LESSEE SIGNATURE _____ Today's Date: _____

Office Use Only

DUE AT TIME OF RESERVATION:

Reservation Request Form, Deposit, & Additional fees, Rental fee calculation, Security Deposit





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RENTAL REGULATIONS

PHILOSOPHY To facilitate public rental usage within the City Auditorium and the Recreation Commission's rental procedures. Function will be considered based on quality and type of the event, the physical impact on the property and availability of the facility. Any user shall respect these policies for the site, the restrictions of these policies and the property's physical limitations. The Great Bend Recreation Commission does not discriminate based on race, color, national origin, sex, religion, age, or disability in the provision of services.

CANCELLATIONS There is a 20% penalty on the refunded deposit for all cancellations that occur up to and before thirty (30) days prior to the scheduled event. Any cancellation within thirty (30) days of the event will result in the forfeiture of ALL funds previously paid towards the scheduled event. Cancellation due to bad weather will be accepted if cancellation in accordance with the Recreation Commission weather practices. If the event cannot be rescheduled, a refund will be considered. Cancellations will be made by GBRec due to the event of major maintenance and/or renovation, inclement weather, staff shortages, or other events beyond GBRec reasonable control, some or all the building or facility may not be available. In such cases, attempts will be made to reschedule. If the event cannot be rescheduled, a full refund will be considered.

DEFAULT Upon default of any provision of the City Auditorium policies and rental contact, applicable fees will be reinstated, and continued use will be prohibited immediately. Tenant shall be liable for the full rent provided for herein, in addition to any consequential damages sustained by the Recreation Commission.

MISCONDUCT/MISUSE The Recreation Commission reserves the right to cancel, stop, disband or dismiss any individual, group or function due to misconduct, misuse, or the possibility of harm to the patrons or properties within the City Auditorium, Recreation Center or on adjacent premises.

CODE OF CONDUCT RESPONSIBILITY OF THE LESSEE The Lessee is responsible for the conduct of their members, participants, and guests using the facility and are financially responsible to reimburse the Great Bend Recreation Commission any and all damages to the building, furniture, fixtures, or equipment, which may occur during any scheduled activity of the renting organization. Lessee agrees the Great Bend Recreation Commission or City of Great Bend shall not be responsible for personal injury, property damage, or any other loss, claim or damage pertaining to, arising out of or related to, or incurred in connection with the rental of the City Auditorium or any other activities take place on or around the City Auditorium or adjacent public premises, including without limitations, the actions of the Lessee, their/its employees, agents and/or invitees.

Lessee agrees to defend and hold harmless the Great Bend Recreation Commission and all of the Great Bend Recreation Commission officers, board members, managers, employees and agents, and all of their respective insurers (collectively referred to as the ("released parties") from any and all claims, demands, losses, damages, compensations, costs, rights, obligations, injuries, liabilities, actions and causes of action that the Lessee may have, whether known or unknown, contingent or liquidated, that relate to or arise from, or are incurred in connection with the Lessee's rental or use of the City Auditorium and further agrees to indemnify each of the Released Parties from any loss, liability, damage, or costs, including legal fees, and costs, that may incur directly or indirectly thereby or therefrom.

TERMINATION OF RENTAL AGREEMENT The Recreation Commission shall reserve the right in the event of a casualty or other unforeseen occurrence which renders impractical use of the City Auditorium, said rental agreement will be immediately terminated and rental shall be paid for only the time the premises are actually used. The lessee shall waive any claim for damages in the event of such termination.

WAIVER OF FEES The Recreation Commission reserves the right to waive fees for special uses directly benefiting the citizens of Great Bend upon approval of the Director/Superintendent. A specific time must be set for fees waived and must coincide with the completion date of the rental agreement. Reapplication for use is necessary for any group to continue usage of the facility. Users must reapply prior to the completion date of the contract. All other terms and conditions of the rental contract and policy statement, including the security deposit, must remain in effect.

RESERVATION INFORMATION & REQUESTS A prospective renter must be 21 years of age to reserve the City Auditorium. Rental fee Scheduled is attached. Rental Payments may be made to the Recreation Commission office located at 1214 Stone Street in the Great Bend Recreation Center. Payments can be made in cash or credit card. Any variances in fee charges can be authorized only by the Recreation Director or his/her designee. ***The facility is not reserved until the prospective renter has returned the completed Rental Reservation Request Form, a rental contract is drawn up and signed, and the full rental fee – security deposit is paid.*** Until then, the City Auditorium is subject to rental by another person on the date indicated. The total amount of the contract is due at time of signing the Rental Contract unless authorized by the Recreation Director, or his/her designee. The Recreation Director or his/her designee must sign the original contract along with the renter signature; even if the event is for a governmental agency or

city/school function must be drawn up and signed. The lessee will not, without the written consent of Great Bend Recreation Commission, assign this agreement, not let, or sublease the whole, or part, of the said Premises, Ground or Equipment, not make any alternations therein or thereupon.

OVERTIME CHARGES A charge of \$100 shall be made for each hour, or fraction thereof, on events that extend past midnight. The building must be empty at midnight, except for GBRec personnel.

LIABILITY INSURANCE All events are required to have liability insurance. Insurance must include setup, rehearsal, and events dates. Tenants/renter must provide a copy of their liability insurance certificate one (1) week before rental. [Users of the City Auditorium are required to provide an insurance certificate with the Great Bend Recreation Commission, 1214 Stone Street, Great Bend, KS 67530 with the City of Great Bend also listed as a co-insured or as a certificate holder in the minimum amount of \\$500,000. \\$500,000 is the limit of liability for municipalities under the Kansas Tort Claims Act.](#)

FOOD/ALCOHOL/BEVERAGES. Plastic water containers are allowed in the facility for water consumption only. No glass containers in the facility. No food or beverage allowed on the gym floor, stage area, walking track areas. No alcohol allowed in the City Auditorium, dressing rooms or adjacent public premises. No person shall drink or consume alcoholic liquor or possess an open container of alcoholic liquor on the public streets, alleys, sidewalks, or public parking lots, or in recreation programs and public recreation facilities, recreation centers, and City Auditorium premises.

SYSTEMS/TECHNICAL SUPPORT If sound system, stage lights and/or dimmers, spotlights, you must utilize the authorized recreation staff or technician as assigned by the Recreation Commission. Any cost associated with utilizing Recreation Commission staff will be reflected on the fees schedule. When utilizing the Recreation Commission's authorized technician's services for technical lighting/sound support billing arrangements must be made directly to that vendor. It is the tenant's responsibility to contact the authorized vendor.

CHAIR SET Arrangements through this agreement for chair setup on the gym floor is available. Costs are outlined in the fee schedule.

SUPERVISOR COST All rental events shall require a GBRec staff supervisor or maintenance staff to oversee rules and regulations are met and to lock and unlock the facility if needed. Associated costs will be outlined in the fee schedule.

SALE OF PROMOTIONAL ITEMS Tenants may sell T-shirts, CD's etc. in the City Auditorium at their event. If you sell items, you will need to collect Kansas Sales Tax and remit it to the state. You are subject to a walk-in inspection for this purpose during an event.

COPYRIGHTS Tenant will assume all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights used or incorporated into the event. Tenant agrees to indemnify, defend, and hold harmless the Great Bend Recreation Commission and the City of Great Bend from any claim or costs, including legal fees, which might arise from questions of use of such materials as described above.

DEFACEMENT Tenant shall not cause or permit anything to be done whereby the premises or equipment therein shall be in any manner damaged. Nothing shall be attached to any surface except materials approved by the Recreation Commission.

SECURITY The Recreation Commission may require the presence of sworn law enforcement officers to act as security personnel during the event. You will be notified of these requirements after the signed contract is submitted. Any such security personnel will be arranged by the renter through the GB Police Department or Barton County Sheriff Department. Proof of a security agreement is due 10 days before rental reservation is confirmed. Cost is the responsibility of the tenant/renter. The Tenant is responsible for ensuring that the number of people admitted to your event is within the legal occupancy limit of the City Auditorium as determined by the Great Bend Fire Department.

INTERPRETATION All disputes over interpretation of these policies shall be resolved by the Recreation Director, whose decision will be final.

REMOVAL OF PERSONAL PROPERTY All personal property, stage props, equipment, or other personal property of lessee shall be removed immediately. In order to avoid scheduling conflicts, the GBRC has the right to remove any all equipment, effects or other personal property of any lessee immediately after the expiration of the lease at the expense of the lessee or in the alternative to charge additional rental thereon after the expiration of said lease.

REHEARSALS Such rehearsals by lessee shall be charged appropriate fees for facility usage. The Recreation Director or designated agent shall have the authority to reduce or waive rehearsals rental fees due to moving and setup of event.

CONCESSIONS There is no concession stands within the City Auditorium. No Food or beverages are allowed on the stage, gym floors, walking track areas. The sale of concessions or refreshments are not allowed. Consumption of alcoholic beverages or sale of alcoholic beverages are not allowed in the City Auditorium or on the adjacent premises.

GENERAL RULES

1. No public dances allowed on the gym floor.
2. No driving of equipment on the gym floor or walking track. Unloading of equipment will commence through south auditorium entrance doors. Requests shall be made in advance for alternative loading/unloading options. Opening of

other entrances for this purpose will be determined by maintenance staff or Recreation Director. Factors for this consideration include, wind speeds, weather conditions, patron traffic, and available trained staffing.

3. No dragging of equipment, loading bins, tables, chairs on walking track and gym floor. Lessee responsible for damages to flooring, door, and wall surfaces.
4. There will be no bicycles or pets allowed in the City Auditorium. Only service animals shall be allowed inside of the City Auditorium.
5. No smoking or smokeless tobacco products allowed in the facility.
6. No glitter, sparkles, sequins, confetti, or loose decorations shall be allowed in the building.
7. No open flames or candles allowed in the building.
8. Use of amplified live music requires full rental of the building.
9. No GBRec tables or chairs are to be removed from the building. Setup will be completed by GBRec Staff only.
10. No foreign substance is to be put on the room, stage, gym, walking track floors or carpeted areas.
11. Nothing is to be hung from the ceiling. Any damaged, displace ceiling tiles, damaged ceiling supports results in a deduction from deposit or fee due to the Recreation Commission.
12. No duct tape or taping of any kind is permitted on floors, walking track, walls, or tables.
13. Command Strips or hooks are permitted on walls.
14. No smoke or fog machines, or pyrotechnics of any kind are authorized.
15. No bubbles are allowed in building.
16. No unattended children are permitted.
17. No profanity or running are permitted in walkways, restrooms, walking track.
18. All personal items must be removed from the City Auditorium and adjacent premises at the conclusion of the event, including decorations, clothing, personal belongings, etc.
19. The Lessee shall be out of the facility by the scheduled conclusion of the event, and any time after midnight will be charged overtime rates.
20. A final inspection of the facility will be conducted by GBRec Staff at the conclusion of the event. The facility must be cleaned and cleared of all lessee equipment, decorations, personal items, or a deduction shall be made from the Lessee deposit.
21. If there is any damage to the facility, the cost of the repairs and/or extra clean-up will be charged to the Lessee.

The Recreation Commission is NOT LIABLE for any charges incurred by the group reserving the facility, or injury to participants or anyone hired for the event by the group reserving the facility.

The person MAKING THIS REQUEST is REQUIRED TO BE PRESENT at the function for the DURATION OF THE EVENT and MUST BE AUTHORIZED to make decisions ON BEHALF OF THE GROUP OR ORGANIZATION.

It is the Lessee responsibility to inform all members of your group of the Rules and Regulations. Failure to abide by the Events Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

FEE SCHEDULE (Maximum seating capacity of City Auditorium 500 floor-800 balcony)

SECURITY DEPOSIT	\$200		
REGULAR HOURS (WEEKDAY RENTAL RATES)	FEES	CLASSIFICATION	
7:30 am-12:00am	\$0	1 RECREATION COMMISSION	The use of recreation facilities for events or activities where the sponsorship is GBRC or their designated co-sponsor.
7:30 am-5:00 pm	Custodial & Setup and Supervisor Costs \$15 p/hr. Deposit: \$0	2 GOVERNMENTAL	For events or activities where the Federal, State, County, City or School District is the sponsoring agency and where no admission, contribution or collection of fees are taken. No security deposits.
7:30 am-5:00 pm	\$350 p/day \$55 p/hr. (2 hour min. rental) Deposit: \$200	3 NON-COMMERCIAL/NON-PROFIT	For events or activities where there may or may not be an admission, contribution or collection of fees, dues, etc. but where the sponsorship is a private individual interest group, civic and service clubs, voluntary public service agencies, charitable event, or other non-profit.
7:30 am-5:00 pm	\$550 Deposit: \$200	4 COMMERCIAL	Where an admission is charged, tickets sold, a contribution or collection taken, private fund raising event, auction, garage sale, clinic, or admission is free but the sponsor is a commercial business, profit making or promoting a commercial marketing event, musical concert venue. Estimated attendance is over 200.
PRIME HOURS (WEEKEND & EVENING RENTAL RATES)	FEES	CLASSIFICATION	
Monday-Friday 5:00 pm-12:00 am Saturday -Sunday 8:00am-12:00am	\$0	1 RECREATION COMMISSION	
Monday-Friday 5:00 pm-12:00 am Saturday -Sunday 8:00am-12:00am	\$55 p/hr. \$75 p/hr.	2 GOVERNMENTAL	
Monday-Friday 5:00 pm-12:00 am Saturday -Sunday 8:00am-12:00am	\$55 p/hr. \$75 p/hr.	3 NON-COMMERCIAL/NON-PROFIT	
Monday-Friday 5:00 pm-12:00 am Saturday -Sunday 8:00am-12:00am	\$55 p/hr. \$75 p/hr.	4 COMMERCIAL	

ADDITIONAL FEES:			
Supervisor Costs (Not Waived) Event will not be reserved if a supervisor is not available.	\$15 p/hr.		
Setup & tear down for volleyball, pickleball nets, sports equipment, scoreboards, or seating in gymnasium, custodial services	\$50		

NOTICE on COMMERCIAL or SPORTING EVENTS: Any applicant requesting use of City Auditorium for any “professional regulated sports contest” shall be required that no person shall promote a sports contest subject to the provisions of the Kansas Professional Regulated Sports Act, K.S.A. 74-50-181 et seq. without first having in his or her possession for each event, as provided by this chapter, an unexpired and unrevoked license issued by the State of Kansas. No rental contract shall be deemed valid until this provision is completed by said person(s).

OVERTIME CHARGES A charge of \$100 shall be made for each hour, or fraction thereof, on events that extend past midnight or reservation contract time. The building must be empty at midnight, except for GBRec personnel.

DIMENSIONS Gym Floor area 66’ x 115’ Stage Floor Area 44’ x 10’

SECURITY RATES For any teenage events, large event venues over 200

Police officer(s) are required to be present at any teenage event, sporting, musical concert, or large event venues.

Number of officers: Dependent upon attendance	Fees: hourly per officer Paid to the City of Great Bend or Barton County Sheriff Dept.	Must be arranged separately from this rental agreement.	Proof of arrangement must be provided upon approval of rental agreement.
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COVID-19 Warning: We have taken enhanced health and safety measures for you, our guests, and Staff members. Please follow posted instructions while visiting. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious virus that can lead to severe illness and death. According to the CDC, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting the Recreation Centers, City Auditorium, and adjacent premises, you voluntarily assume all risks related to exposure to COVID-19. Attendance and staffing capacities may be reduced during a health emergency