

# EVENT SPACE RENTAL

LOOKING TO HOST AN EVENT OR COMPANY MEETING?

17838 Burke St. Suite 102, Omaha, NE 68118



## In Network Pricing

There is no charge for space rentals if you are a licensed kwELITE agent, kwELITE employee, Ancillary owner or employee, or are a part of the Elite Vendor Program on the \$1,000/month or \$2,000/month tier

If you choose to use our food & beverage, there will be an extra fee applied

You are welcome to cater in your own food & drinks. The use of a bartender will be at your own expense

## Out of Network Pricing

### Conference Rooms:

\$100 for 2 hours

\$200 for 4 hours

\$400 for 8 hours

### Training Room/Studio:

\$200 per hour. This includes a Production Manager for recording/live streaming

### Kitchen:

\$400 (4 hours min/max) Includes access to Training Room and Bartender for event

If you choose to use our food & beverage, there will be an extra fee applied

You are welcome to cater in your own food & drinks. The use of a bartender will be at your own expense

## kwELITE Facility Usage Agreement

kwELITE 17838 Burke St. Suite 102, Omaha, NE 68118 grants permission for the use of their facilities as outlined, subject to the Terms and Conditions of this Agreement.

Name/Business : \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Dates requested: \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Special requests: \_\_\_\_\_

Room/Area being used for event: \_\_\_\_\_

Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the kwELITE Event Coordinator immediately. Renters will cover all repairs and replacement costs of any damage to the facility itself and or the contents of such. Tape is not allowed on the walls or painted areas and you must have previous approval from the event coordinator to attach anything to any piece of kwELITE property. We recommend free standing decor.

The room/areas used must be left in proper working order, all paper, trash, cups, etc. disposed of in the provided trash receptacles. Table tops wiped down and spills occurring anywhere cleaned up immediately. All chairs and tables need to be placed back in their original position.

Outside food and beverages, including alcohol are allowed in the kitchen area. If renter wants to use the office beverage fridge or kegs, renter is required to use a bartender to keep track of what is used, at an additional fee. The usage must be given to the Event Coordinator immediately after the event and renter will be responsible for payment for what is used within 5 business days. If requested, kegs and beverage fridge can be locked. The sale of alcohol is not permitted on our property. No alcohol is to be served to anyone under the age of 21.

**All events must be paid for before the day of the event using the STRIPE App.**

We reserve the right to deny this or any usage agreement application if we feel it doesn't fit into the standards or beliefs of the kwELITE office.

I have read, and agree to comply with, the kwWLITE Omaha Facility Usage Agreement Application rules. I understand that the kwELITE office isn't responsible for injury to persons or property that occur while these facilities are being used. I am at least 18 years of age. The undersigned is authorized to execute this agreement on behalf of the group.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date