



CITY OF PERU
614 5TH STREET P.O. BOX 369
PERU, NEBRASKA 68421
PHONE: (402) 872-6685
cityclerkcityofperu@gmail.com

PERU CITY HALL RENTAL AGREEMENT

Rental Fees: 501c3 Organizations: FREE*

Non-profit Groups: \$60*

Private/ For-Profit Groups: \$80

Proper documentation and tax forms may be required

Today's Date: _____

Contact Name: _____

Organization: _____

Phone Number: _____

Email: _____

Rental Date: _____

Rental Timeframe: _____

Event Type/Purpose: _____

Event Information:

Requested Set-up date/time: _____

(Check One) Inside Only ☐ Outside Only ☐ Both ☐

Approximate number attending: _____

Folding Chairs and tables are available for use. City staff will only set up tables/chairs in advance for City functions and funeral meals only.

For Outside Requests:

Will you need use of the 8'x8' canopy? Y / N

Will you be using the outdoor electrical outlets? Y / N

Will you need street closures? Y / N *(Please note- street closure requires additional permissions, see City Clerk for details)*

Payment

Date: _____

Amount Paid: _____

Paid by: _____ Cash

_____ Check

SIGNED: _____ | PRINT NAME: _____

NOTE: By signing, you agree to abide by the City of Peru's Rental Policies and agree to and any potential costs associated with the violation thereof.

****PLEASE SEE THE BACK OF THIS FORM FOR ALL RENTAL RULES / POLICIES****



OFFICE USE: Received by: _____ | Date: _____



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City of Peru Rental Policies

- All tear-down and cleanup is the responsibility of the renter. All trash bags must be replaced (found in marked kitchen drawers), and can be disposed of in the City dumpster, located in the alley off of 5th Street & California.
- All tables/chairs (if used), countertops, sink, and kitchen appliances must be clean and wiped down.
- The floor must be SWEPT and MOPPED after the event has concluded.
- Thermostat must be returned to its original setting (72°F), all lights turned off, and front door to City Hall locked.
- Keys may be checked out no more than one (1) business day in advance of the event, unless otherwise granted permission from the City Clerk's Office. All keys must be put into the exterior drop box located next to the City Hall front door, after the door has been locked. A City key distribution form may be required.
- Any damage must be reported to the City Clerk's Office the next business day. Renter assumes all liability for any damages incurred, by renter themselves, or any event attendees/participants.
- Event set up may begin no more than one (1) day prior to the event, unless previously requested to the City Clerk's Office.
- For outdoor events, all barricades, fencing, tables, chairs, must be cleared no later than 8:00am the day after the event. Any tables, chairs, or canopy that was used must be locked inside City Hall upon completion of the event.
- The renter, or associated organization, may be billed for required repairs for any damage that occurs during rental. Renters may not make any changes to the building, and may not affix anything to the walls (*ex- putting a nail in the wall for decorations, taping a poster up, etc*).

