



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

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)*

<u>Payment</u>	
Date:	_____
Amount Paid:	_____
Paid by:	_____ Cash
	_____ Check

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



CITY OF PERU



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

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.
- 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.

