

John G. Poehling Community Center
980 County Road "W"
Fremont, Nebraska 68025
402-753-0505
402-727-5505

Reservation Policies:

The John G. Poehling Community Center was built and dedicated in 2000. It is built on a lake development outside of Fremont in Saunders County.

Rental Rate and Dates:

Rental is \$350.00 per event. If you wish to have the center the day before to decorate, there will be an additional \$50.00 to reserve that day also.

Reservations are taken up to 18 months in advance.

Dates are not confirmed until the rental agreement is signed and deposit received.

Guests must vacate the center no later than 1:00 a.m.

The center may offer reduced rates to nonprofit organizations being sponsored by a Woodcliff Member.

Deposits:

Cash or checks (payable to John G. Poehling Community Center) are the only acceptable forms of payment. No credit cards are accepted.

A deposit of \$100.00 is required at time of booking to reserve the center.

The balance of the reservation fee, security deposit of \$250.00 and the security guard fee is due 30 days prior to your event. The security deposit will be refunded within two weeks following your event provided no damages have been incurred to the facility or equipment.

Rental Fee Includes:

Facility: The facility is available for sit-down dinners, social gatherings, classroom events, pre-nuptial dinners, wedding receptions, business conferences or your special event. The center has 24 eight foot tables and 240 folding chairs, a covered patio hosts 20 six foot picnic tables and an extra large barbecue pit.

Kitchen: The kitchen is equipped with (1) professional size refrigerator, one (1) microwave, all available for your use. No other kitchen equipment is provided (i.e. utensils, pans, glassware, etc.) there is ample counter area for working with additional space available to set up work tables. The kitchen also features a pass-through counter area for serving.

Restrooms: The restrooms are handicap accessible. The normal bathroom supplies are furnished.

Parking: Free parking is available on-site. The grounds are graveled with cement sidewalks along the building. The center is not responsible for any vehicle damage or personal property loss that may occur during your event. The host is responsible for any damages incurred to the outside grounds or building. For the safety of all guests and residents, parking is prohibited along the roadside. If you anticipate larger parking needs, please coordinate with the management team when booking your event.

Cleaning: The center provides a private service to clean the hall, kitchen, patio (if used), and the restrooms. This service cleans the floors and appliances (kitchen and bathroom). However, you are responsible for the following clean-up procedures.

Hall and Patio: All trash cans, bottles, paper, etc. should be emptied into the large dumpster outside the kitchen door. Tables and chairs are to be wiped off and replaced in their holders.

Kitchen: Trash can liners are supplied and are to be put into clean trash cans in the hall, restrooms and on the patio. NO FOOD is to be left in the refrigerator. If you make arrangements with your caterer to leave any remaining food in the refrigerator, please be sure to take it before you leave.

Restroom: Empty wastebaskets in men and ladies restroom and also napkin holders from each stall in the ladies.

Supplies: The center will supply toilet paper, hand towels, hand soap, basket liners, wastepaper baskets and liners for each restroom, large trash can liners for the four trash cans in the kitchen and the two on the patio.

The Community Center will be available to your group for clean-up the day following the event. We ask that the trash be removed the night of your event so the day after clean-up will be minimal. You will be allowed back into the center between 8:00 a.m. and 10:00 a.m. This is to allow you additional time to clean and will give the next event ample time to come in to start setting up for their event. Please respect these times as our cleaning team will have to clean for the next event.

The center rental agreement does not include the following : table liners, dishes, serving ware, barware, bartenders, servers, podium and dance floor, etc. If such equipment is needed, please consult your caterer or refer to rental businesses. Please advise the center of what extra equipment you plan to rent, as there may be additional details to cover (i.e. outside tents, portable bars, etc.).

Mandatory Contracted Services:

Security: Security Guard services will be determined and arranged by the center's management team depending on your event activities and hours. The expense will be added to your rental and is due 30 days before the event. A minimum of four hours is required. The security guard will arrive about 15 minutes before and will oversee the center's rules and policies and is permitted to request I.D. from any individual when alcohol is being served. If minors are found consuming alcoholic beverages, all bar service will be discontinued. Bar service will conclude 30 minutes prior to the end of the scheduled event. The guard will remain on-site until your party departs or 1:00 a.m., whichever occurs first. All doors and lights will be secured by the guard or management team, relieving you of building security.

Decorations: The center does not provide hall decorations. Rental items are allowed to be brought into the facility. The center does not take responsibility for damage that occurs to rental items while on the premises. No open flames are allowed in accordance with building fire codes. Candles are permitted as table decorations provided they are covered. Allowable types include votive, floating candles or taper candles with glass covers. Consideration for fire safety must be given when combining floral arrangements with candles. NO CONFETTI or GLITTER of any kind may be used to decorate tables etc. No decorations may be pinned, taped, nailed, tacked or otherwise adhered to any surface. A twenty-five (\$25.00) dollar fee will be deducted from your damage deposit if any of the above are found on the walls, tables or floor.

Catering: Private parties may bring in their own food, drink and/or alcohol. We strongly suggest you cater your event and make it easy on yourself. The center takes no responsibility or liability for food or beverages served.

If bar services are desired, it is necessary to notify the Saunders County Clerk at least 60 days prior to the event, as special permits are required. You may reach the County Clerk at 402-443-8101 for more information.

Music: Musicians, Bands and DJ's are welcome to perform at the center. Booking details and equipment responsibilities remain with the party reserving the center. Please be sure to verify what electrical services your entertainment requires so you can verify facility capabilities. No music set-up is allowed on the patio because of electrical and noise concerns.

Miscellaneous Information:

Deliveries: All deliveries should be made to the west side of the building. Doublewide patio doors provide best delivery of rental items or band equipment. There is an entry door provided directly into the kitchen for food delivery. Please coordinate with management as to times of deliveries.

Delivery vehicles should park on the south side of the Center if they are remaining on-site during the event. All catering personal should park on the south side of the building.

Building Temperature: During the winter months, the heat will be turned on one hour before the event. In the summertime, the air-conditioning will be turned on approximately two hours before the event. All climate sensitive items should be delivered within these time parameters. For special arrangements, consult the Center's management team.

Building Utilities: A courtesy phone is located in the kitchen. The Center's phone number is 402-753-0505 and can only be used for local calls. The building uses 110 voltages. Should you experience difficulties with power, please notify the security guard.

Smoking: The Center is a smoke-free building and smoking is prohibited. "No Smoking" signs are posted in the main hall, restrooms and kitchen areas. Any guest wishing to smoke may do so outside. Caterers are informed not to provide ashtrays.

Access: Please arrange with the management team when you would like to have the doors unlocked.

In the event of an emergency, important numbers are posted in the kitchen. Please dial 911 first, as the county responds to rescue and fire calls. Then call Woodcliff Security at 721-3000.

THE JOHN G. POEHLING COMMUNITY CENTER IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS OR LIQUOR LEFT IN THE CENTER.

We trust that you will enjoy the Community Center and look forward to serving your future events.