



4100 N 84th St | Lincoln NE 68507
 SandhillsGlobalEventCenter.org
 Office: 402.441.6545

EVENT RENTAL APPLICATION

APPLICATION INFORMATION (Organization who will sign contract & provide liability insurance)		
Contacts		
OFFICIAL EVENT NAME		
APPLICANT (Your Name)	CELL	EMAIL
YOUR ORGANIZATION NAME (name of company, business, or individual as you report it on a W-9 and certificate of insurance)		
EVENT DESCRIPTION		
EVENT CONTRACT SIGNER NAME (if different from above)	CELL	EMAIL
ON-SITE EVENT MANAGER NAME (if different from above)	CELL	EMAIL
ORGANIZATION ADDRESS		
EMPLOYER IDENTIFICATION NUMBER _____-_____-_____	PLEASE CHECK ONE: <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit	TAX EXEMPT? (Form 13 required)
Requested Date(s):	Budget for Event (estimate is OK) :	
Move-In Date(s):	Move-In Hours: From: _____ To: _____	
Event Day #1:	Event Hours: From: _____ To: _____	
Event Day #2:	Event Hours: From: _____ To: _____	
Event Day #3:	Event Hours: From: _____ To: _____	
Move-Out Date:	Move-Out Hours: From: _____ To: _____	
Public or Private Event:	Estimated Attendance: Peak # of attendees any one day: _____ Total # of attendees all show days: _____	
Attendees: <input type="checkbox"/> Local/County <input type="checkbox"/> State (# of counties _____) <input type="checkbox"/> Region (# of states _____) <input type="checkbox"/> National/Int. (# of states _____)	Exhibitors: <input type="checkbox"/> Local/County <input type="checkbox"/> State (# of counties _____) <input type="checkbox"/> Region (# of states _____) <input type="checkbox"/> National/Int. (# of states _____)	

ADDITIONAL EVENT INFORMATION

Livestock/Animal Events		People/Spectator Events	
# OF COMPETITORS		# OF GUESTS	
# OF SPECTATORS		# OF VENDORS	
# OF STALLS		# OF 10 X 10 BOOTHS	
# OF SHOW ARENAS		# OF TABLES	
# OF WARMUP ARENAS		# OF CHAIRS	
# OF VENDOR BOOTHS		# OF BLEACHERS	
# OF TRAILERS		SIZE OF STAGE	
# OF CAMPSITES		# Ft. of PIPE AND DRAPE	
Free Event or Ticketing		Free Event or Ticketing	
Type of Event (please check all that apply from the following options)			
Livestock/Animal Events: <input type="checkbox"/> Equine Show <input type="checkbox"/> BullRiding <input type="checkbox"/> Livestock Show <input type="checkbox"/> Rodeo <input type="checkbox"/> Other _____		People/Spectator Events: <input type="checkbox"/> Banquet <input type="checkbox"/> Reception <input type="checkbox"/> Trade Show/Sale <input type="checkbox"/> Meeting/Seminar <input type="checkbox"/> Carnival, Festival <input type="checkbox"/> Concert <input type="checkbox"/> Sports Competition <input type="checkbox"/> Motorsport <input type="checkbox"/> Sports (specify in other) <input type="checkbox"/> Other _____ <input type="checkbox"/> Nonprofit <input type="checkbox"/> Government	
Requested Rental Spaces (please choose all that apply from following options)			
Livestock/Animal Events: <input type="checkbox"/> Currency Pavilion <input type="checkbox"/> EquineMarket Pavilion <input type="checkbox"/> LivestockMarket Pavilion <input type="checkbox"/> TractorHouse Pavilion <input type="checkbox"/> FR8Star Pavilion <input type="checkbox"/> SOUTHHALL <input type="checkbox"/> AG SOCIETY HALL <input type="checkbox"/> Lancaster Room <input type="checkbox"/> Nebraska Room <input type="checkbox"/> Meeting Room A <input type="checkbox"/> Farm Bureau MeetingRoom <input type="checkbox"/> ABATE Room <input type="checkbox"/> AuctionTime Grandstand Arena <input type="checkbox"/> Outdoor Horse Stalls		People/Spectator Events: <input type="checkbox"/> Currency Pavilion <input type="checkbox"/> EquineMarket Pavilion <input type="checkbox"/> LivestockMarket Pavilion <input type="checkbox"/> TractorHouse Pavilion <input type="checkbox"/> FR8Star Pavilion <input type="checkbox"/> SOUTHHALL <input type="checkbox"/> AG SOCIETY HALL <input type="checkbox"/> Lancaster Room <input type="checkbox"/> Nebraska Room <input type="checkbox"/> Meeting Room A <input type="checkbox"/> Farm Bureau MeetingRoom <input type="checkbox"/> ABATE Room <input type="checkbox"/> AuctionTime Grandstand Arena <input type="checkbox"/> Parking Lot	
CAFES/CATERING SERVICES (please choose all that apply from following options)			
<input type="checkbox"/> Cafe <input type="checkbox"/> Catering <input type="checkbox"/> Buffet <input type="checkbox"/> No Alcohol Sales <input type="checkbox"/> Extra Bar Service <input type="checkbox"/> Event-Invoiced Vouchers <input type="checkbox"/> Gift Certificates			
EXPECTED LODGING REQUESTS			
<input type="checkbox"/> Campsite with Utilities <input type="checkbox"/> Campsite without Utilities <input type="checkbox"/> HotelRooms			
FACILITY REFERENCES (please provide 2)			
1	Facility:	City/State:	
	Contact:	Phone Number:	
	Name of Event at This Facility:	Date of Event at This Facility:	
2	Facility:	City/State:	
	Contact:	Phone Number:	
	Name of Event at This Facility:	Date of Event at This Facility:	
BUSINESS REFERENCES (please provide 2)			
1	Company:	City/State:	
	Contact Name:	Phone Number:	
2	Company:	City/State:	
	Contact Name:	Phone Number:	

I hereby confirm that the above is true and correct to the best of my knowledge.

Signature (Person who will sign contract)

Date

This application will not be processed/approved if information is incomplete or inaccurate.

No dates can be contracted without an approved Rental Application.

This is not a legal contract and is not binding to either the Applicant or the Sandhills Global Event Center. Do not make any advance arrangements regarding facility usage until a contract has been fully executed with Sandhills Global Event Center. This includes disseminating or releasing any information or publicity of any nature in regard to the event including, but not limited to, the offering of tickets or reservations.

Any questions regarding this application should be directed to the following:

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