

**CHECKLIST FOR
Seward County Ag Society
4-H Cottage Rental**

Renter: _____ Event Date(s): _____

FOR RENTER USE - DOES NOT NEED TO BE TURNED IN

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|---------------------------------|---|
| _____ Rental Contract | Must be turned in before event dates are reserved on calendar. |
| _____ Confirmation of payment | \$75.00 rental fee is required in order to reserve event date.
Make check payable to: <i>Seward Co. Ag Society</i> |
| _____ Liquor Vendor Application | Required if attendance will be greater than 75 people and alcohol consumption will be taking place. The application can be found under the "Forms" section. This form must be filled out by your chosen liquor vendor and turned into the SCAS one month prior to your event. |
| _____ Insurance Binder | SCAS needs to be listed as "Additional Insured" for the dates that the building is being rented. Can be listed on homeowners insurance policy. |
| _____ Key Issued | Key for the building may be picked up from the UNL Extension Office during working hours (M-F 8:00 a.m. – 5:00 p.m.) up to two days before date of the event. |
| _____ Key Returned | The key must be returned to the UNL Extension Office during regular office hours immediately after the final date of event. |