

## Facility Use Request

Nebraska State Historical Society  
—  
Nebraska History Museum  
131 Centennial Mall North  
Lincoln, NE 68508  
[history.nebraska.gov](http://history.nebraska.gov)



Complete this form, at least three weeks in advance, and return to the Nebraska State Historical Society, Attn: Visitor Services, 1500 R St, Lincoln, NE 68508 or email it to [hn.visitorservices@nebraska.gov](mailto:hn.visitorservices@nebraska.gov). Reservation is confirmed when you receive a signed copy.

Name of Event:

Anticipated Attendance:

Date:

Day:

Start time:

End Time:

Organization:

Contact Person Phone Number:

Email:

Billing Address, City, State, Zip Code

Event Type:

Reception:

Conference:

Dinner:

Meeting:

Other:

**Gallery Tour Request:**

-If YES, the Director of Education will contact you to make arrangements

**Music/Performers:**

-If YES, what type? Any needs?

**Alcohol:**

-If YES, a copy of the specialty license approval must be presented THIRTY (30) days prior to the event.

**Catering, Floral, & Rental Information**

Please provide the following information for any of these services: Catering, Floral, and Rentals.

- Phone Number
- Set-up / Delivery Time
- Clean-up / Pick-up

Facilities	Seating Capacity	Weekday Half Day (up to 4 hours)	Weekday Full Day (up to 8 hours)	Weekday After Hours/Saturdays (up to 4 hours)
Gilmore Conference Room	Conference 40 Classroom 30-40	\$125	\$250	\$250
Blackman Auditorium	Theatre 90	\$250	\$375	\$375
Lobby and Exhibit Galleries	N/A	-	-	\$800 (After Hours)

Gilmore Conference Room includes:

- Tables and chairs
- ADA accessible space (Walkers, Wheelchairs, etc.)
- Smart screen TV (perfect for conferences)
- Speaker, camera, and microphone (for smart screen TV)
- Whiteboards
- Whiteboard markers

Blackman Auditorium includes:

- Chairs
- Podium and microphone
- Projection screen
- Ceiling mounted projector
- Please contact us for information on ADA Accessibility.

**Signature:**

**Date:**

**Signature indicates you have read and agree to abide by Nebraska State Historical Society Facilities Use Guidelines.**

**Do not write below this line, for office use only**

<b>Fees</b>	<b>Estimated</b>	<b>Actual</b>
<b>Facility Space</b>		
<b>Security Personnel</b>		
<b>Facility Personnel</b>		
<b>Other</b>		
<b>TOTAL</b>		

**Signature:**

**Date:**

**Nebraska State Historical Society Facility Use Guidelines**

**Staffing**

Nebraska State Historical Society staff will work closely with the organization to ensure the event runs smoothly from beginning to end. HN Staff will be present the day/evening of the event.

**Advertising/Publicity**

All materials printed or electronic related to the event must be reviewed by Nebraska State

Historical Society staff prior to printing.

#### **Internet Availability**

Nebraska State Historical Society does not provide public internet access. A wireless hotspot may be provided upon request.

#### **Food and Drink**

You may choose any caterer that fits your needs. We require that chosen caterers are fully licensed by the city and state and provide a certificate of insurance. We also request that they meet with our event manager to familiarize themselves with our facilities. A kitchenette is provided for minor food preparations. The caterer will provide all food, personnel, and supplies for the event, as arranged by the client. Nebraska State Historical Society can provide a list of caterers who are already familiar with our facilities upon request.

**No food or drink is permitted within the Exhibit spaces. Food and drink must be contained to the Gilmore Room, Auditorium, Lobby, and Gift Shop.**

#### **Alcohol**

Beverage caterers must provide Nebraska State Historical Society with all specialty licenses in order to service the event. The caterer will provide the bar and bar service including set up, mixers, sodas, ice, glassware, and staff. Alcoholic beverages may not be openly displayed in the museum during regular public hours. Red wine is prohibited.

#### **Loading and Unloading**

All items should be loaded and unloaded through the receiving area on the south side (alley side) of the museum. Vehicles must be moved from the alley **immediately** after unloading.

#### **Set-up and Break-down**

All set-up and break-down is the responsibility of the client. Nebraska State Historical Society requires a layout of items (tables/podiums/mics/music/food, etc.) for the event. A draft plan must be submitted no less than three weeks prior to the event for approval. If extensive set-up is required, it must not interfere with the museum activities and must be arranged prior to contract approval. Nebraska State Historical Society janitorial staff will be on site before set-up to ensure that all areas are clean and ready for the event. All caterers are responsible for cleaning up their items and areas. Nebraska State Historical Society staff is responsible for cleaning floors and disposing of trash following the event.

#### **No Smoking or Fog Machines**

Smoking and fog machines are prohibited in and around the museum.

#### **Lighting/Electrical Needs**

Lighting outside of the normal facility lighting must be approved in advance of the event. No open flames permitted (including candles). Electrical outlets are limited. Requests for electricity and placement of equipment must be made in advance. Special requests must be made in advance.

#### **Signage and Banners**

All signs and banners in use by Nebraska State Historical Society during events will remain in place during private events. Clients must have permission from Nebraska State Historical Society for additional signage, banners, and the like.

**Plants and Flowers**

Flowers and arrangements must be provided by a florist. Flowers from home gardens are prohibited. For the protection of our collections by limiting potential for pests, potted plants are prohibited.

**Exhibits**

Artifacts and exhibits cannot be moved to accommodate an event. Decorations and/or signage may not be placed on cases in our exhibits. Please check with the event manager for exhibit information.

**Coat Racks and Coat Check**

Two complimentary coat racks are available. Each rack holds approximately 40 coats each. Nebraska State Historical Society is not responsible for the monitoring of the coat racks or for any lost or stolen coats.

**Outdoor Spaces**

All permits and fees are the responsibility of the client. If weather becomes an issue Nebraska Society will not be responsible for outdoor items.

**Delivery and Shipping of Materials Prior to and Following the Event**

All materials delivered to Nebraska State Historical Society's facilities prior to the event must be clearly marked on the outside of the container to the attention of the event manager, and the name as well as the date of the event. Nebraska State Historical Society does not have storage and items must be delivered the day of the event and any remaining materials must be removed immediately following the event. The client is responsible for ensuring packaging materials are available.

**Walk-Through**

A walk-through for the event with the caterers, the event manager, and appropriate Nebraska State Historical Society personnel may be required depending on the complexity of the event. The walk-through must occur no later than one week before the event. Nebraska State Historical Society does not provide staffing to move stages, musical instruments, tables/chairs, and catering items.

**Parking**

There are no parking spaces available as part of Nebraska State Historical Society facilities in Lincoln. Parking meters are available on the east and north sides of the museum. Park and Go parking garages are available near the museum. For more information about parking in Lincoln visit <http://parkandgo.org>.