



The Pointe at Rising View

Reservation Request and Agreement

We are pleased that you have chosen to utilize The Pointe at Rising View!
Please provide us with the following information regarding your event:

Type of Event: _____

Date of Event: ____/____/20____

Start Time: _____ End Time: _____

Which room will you be utilizing: (Please Circle One) Small Room Large Room Both Rooms
(Large room occupancy is not to exceed 150 persons. Small room occupancy is not to exceed 30 persons.)

Name: _____ Address: _____

Email: _____ Phone: _____

Your Rental Fee will be due at time of reservation, by credit or debit card only.*

Your card will be kept on file for potential damages or cleaning charges.

Keys must be picked up from the leasing office during business hours.

If Keys are not returned, the event host will be responsible for full cost of lock and key replacement.

Rental Pricing

Large Room Half Day: \$100

Large Room Full Day: \$200

Small Room Half Day: \$50

Small Room Full Day: \$100

Half Day: Less than 6 hours

Full Day: 6 hours or more

*Rental fee is refundable with 2 weeks' notice of cancellation.

Host Signature: _____ Printed Name: _____

Rising View Signature: _____ Printed Name: _____

Date of Reservation Request: _____

Host Responsibilities

As HOST you agree to the following:

1. You agree to be present at all times during your event.
2. You agree to pick up keys from the Leasing Office in advance of your reservation, during business hours. Keys can be picked up on the day of your event or the business day prior.
3. You agree to engage your guests to ensure the quiet enjoyment of the facility by other parties who may be in or around the facilities. (HOST will not permit loud noise, music or conduct which could disturb other residents in the community.) HOST shall not allow any illegal act to be committed in or around The Pointe.
4. You agree to leave the facilities clean and to be vacated no later than the above noted time.
5. To avoid any misunderstanding regarding damages, we highly suggest that you inspect the space at the beginning of your reserved time and require that findings be reported to Rising View immediately. A post-use check list will be completed by Rising View to determine the extent of charges (if any).
6. Charges for inadequate cleaning/damages will be billed to HOST and become due immediately. Damage charges will reflect actual repair or replacement costs.
7. HOST herewith acknowledges there is to be NO smoking or vaping inside The Pointe. HOST will not charge admission or cover charges.
8. HOST acknowledges they are solely responsible for their actions and the actions of their guest(s) regarding the use and care of the facilities during this reservation period.
9. HOST agrees to immediately suspend all activities and vacate the premises upon notification of the OWNER to vacate.
10. HOST agrees to indemnify and save harmless OWNER, Burlington Capital Properties, their agents, servants and employees from and against any/all damages or injury, that may occur due to the HOST use of The Pointe.

Cleaning Requirements

At the beginning of your reserved time, we encourage you to pre-inspect the event space. If you find any of the below items not in compliance, please let the office know immediately by calling us at 402.991.9840 option 4 or by emailing us at offutt@burlingtoncapital.com. If you are emailing us, including pictures is encouraged.

- Chairs and tables need to be in proper position (see reverse side of checklist)
- Vacuum carpets
- Sweep and mop floors in all areas utilized
- Wipe down tables
- Stack and return any tables/chairs that you removed from storage
- Pickup and remove trash and place it in the dumpster located in parking lot and replace trash bag(s).
- Pickup and sweep patio (if used)
- Wipe down counters and sinks in kitchen and in bathrooms
- Clean and put away any utensils or supplies you used
- Wipe up spills in, around and on appliances (oven, microwave, and fridge)
- Remove any food and beverages from refrigerator
- Pick up all cigarette butts and any additional trash outside
- Turn off any lights and lock all doors

Enjoy your event!

