



COBBLESTONE
HOTEL & SUITES™



ONE BOX
Convention Center

BROKEN BOW, NE

Dedicated to Elegance & Exceptional Service

INFORMATIONAL PACKET

Info & photo gallery: www.oneboxcc.com

 [oneboxcc](https://www.facebook.com/oneboxcc)



A PRIME VENUE FOR **Meetings • Receptions • Reunions • Weddings & Celebrations**

Thank you for considering One Box Convention Center for your upcoming event! We look forward to providing an outstanding experience. We will set up a meeting to discuss details such as set-up diagram, linen colors and styles, etc.

Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES®

2750 S. 27TH AVE • BROKEN BOW, NE 68822

Hotel Reservations: 308-767-2060



Event Coordinator 308-870-0374
oneboxconventioncenter@gmail.com

Our Mission: To provide a family-friendly hotel and convention center for the Custer County region that will serve as a hub for family, business, and community events.

Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



POLICY & INFO

Thank you for choosing the Nebraska One Box Convention Center and Cobblestone Hotel & Suites for your upcoming event. Our goal is to offer our guests with exceptional customer service while visiting our facility.

Room Rental ►►

FULL CONVENTION CENTER: \$1100 (\$550 deposit)	ONE SIDE OF CONVENTION CENTER: \$550 (\$275 deposit)	HOTEL MEETING ROOM: \$150 (\$75 deposit)	2-DAY BRIDAL PACKAGE FULL CONVENTION CENTER (2-day \$1900)	POOL PARTIES: \$150 (Ask for details)
--	--	--	--	--

DEPOSIT: A non-refundable deposit (outlined above) is required to reserve the facility for your requested date. This pre-paid deposit will be deducted from your final bill. All charges must be paid in-full 7 days prior to the event. Unless prior arrangements are made, the CLIENT must have a valid credit card on file to bill any additional charges that may occur. Methods of payment accepted are cash, check or credit card. **Bookings will not be guaranteed without a deposit.**

PLEASE NOTE: Consideration will be given for each event by the NOBCC Event Coordinator and Hotel Manager in determining final room rental based on hotel rooms booked, meeting space needed, and additional services needed. Meeting rooms collecting rental receive the following at no additional charge:

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. One-time standard set up and break down in Theater, Classroom or Banquet seating. *If additional set up is needed (i.e. extra tables/equipment not originally requested, additional cleaning/vacuuming due to decorations brought in, etc.), a charge of \$50 per hour will be accessed to your room rental. 2. Sound Systems with Podium & Microphone | <ul style="list-style-type: none"> 3. Daily Cleaning of Room (if your event is a meeting lasting more than one day) 4. Use of our tables, chairs, dinnerware, stage 5. Bar & Required Bartenders 6. Regulated Temperature 7. 20 complimentary tablecloths included with room rental if minimum of 25 ordered. |
|--|--|

TABLES ► *no extra charge	72" Round Tables	Banquet Tables: 96" (8 ft.) or 72" (6 ft.)	Classroom Tables (4 ft.x 18")
LINENS ►	Rental linens will be ordered for your event by the NOBCC Event Planner unless other arrangements have been made. The cost of the linens will be added to your event billing.		
DANCE FLOOR & STAGE ►	Our 30'x30' dance floor is available at a \$75 charge . Music arrangements are the responsibility of the CLIENT. We ask that music and dancing conclude at 12:45 a.m. (if 2 day bridal package is purchased, otherwise conclude at midnight). The stage pieces that we have available are 4'x8' and are 16" high with skirting.		

DAMAGES & RESTRICTIONS: No signs, posters, banners, decorations, or printed material will be allowed to be pinned, taped, or affixed in any way to doors, walls or ceilings. Confetti, rice, glitter or sequins are also prohibited. Only non-drip candles or candles in containers are allowed. A breach of this policy will result in a minimum charge of \$400 for damages and/or clean up expenses. The CLIENT is responsible and shall reimburse the NOBCC for any damages, loss, or liability incurred by any of the customer's guests or any persons or organizations contracted by the customer for services or goods before, during, or after the event. Any crayons used in weddings at a child's table and consequently used on the linens at a reception that were provided by the bridal party that ruin the linens will be charged to the party renting the NOBCC. We strongly discourage crayon giveaways to children unless you have an adult and area designated to watch the children.

FUNCTION SPACE: The premises shall be at all times under the exclusive control of the NOBCC. Functions must be confined to the contracted designated areas.

NOBCC IS A SMOKE-FREE FACILITY.
No smoking is permitted inside the facility or hotel. Smoking is permissible in the designated outside areas.



NON-SMOKING / DRUG-FREE



Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



POLICY & INFO

Food and Beverage ►►

CATERING: It is our goal to help you plan the best possible experience for your event, for that reason select caterers have been interviewed and checked to ensure they are adequately licensed, provide a wide variety of menu items and have committed to providing the best service possible. All food served in the NOBCC will be provided for and contracted by the Event Caterer.

ALCOHOL: The sale and service of alcoholic beverages are regulated by the state of Nebraska. As a licensee, the NOBCC / Cobblestone Inn & Suites is responsible for the administration of these regulations. It is our policy; therefore, that liquor cannot be brought into function rooms from outside sources. Any event that requires special products will need to be placed at least two weeks prior to the event. If your event is not a cash service, all liquor/beer/soda sales agreed upon with the Event Coordinator are required to be prepaid. ALL PRE-ORDERED LIQUOR REQUESTS such as Keg Service, Wine Service and Open Bars of any type will be charged a 20% gratuity fee that will all be PRE-PAID in advance of the event. NO EXCEPTIONS. NO OUTSIDE ALCOHOL is permitted in the Convention Center. For events needing a bar in either space, a minimum of \$200 in sales will need to be made for the Portable Bar or Main Bar to be available. For options on how to tailor your event to your specific needs, our staff will help with selections. Guest tabs over \$100 will automatically accrue gratuity of 20%.

BARTENDERS: The NOBCC will staff bar personnel for your event. Alcoholic beverages will be dispensed by NOBCC bartenders at all functions. Everyone consuming alcoholic beverages must be of legal drinking age for Nebraska (21). No one will be served alcoholic beverages under the age of 21 even if a parent or guardian is present. Guests in your party, who are drinking to excess in the opinion of our bartenders or management, will not be served. All bars must conclude by the contracted time. Any underage drinking will be reported to the local police department.

BLOCKED HOTEL ROOMS: Upon request, a hotel room block will be set aside at the time that you book your event. Your guests are responsible for making their own reservations within this block at least 30 days prior to the event – unless other arrangements have been made. Any rooms from that block not reserved at that time will be released and turned into available hotel inventory. Cobblestone Inn & Suites reservation number is: 308-767-2060. All hotel block reservations need to be made by the Hotel General Manager.

GUARANTEES: To ensure that every detail is handled in an efficient, professional manner, we require that details should be completed one month prior to the event. Payment is due 7 days prior to event. If your organization is tax-exempt, please provide a copy of your tax exemption certificate prior to your event.

DISCLAIMER: The NOBCC or Cobblestone Hotel is not responsible for any lost, stolen, or missing items that are brought into the facility. All items pertinent to the event must be removed from the property the day or night of the event. We are not responsible for any items left on property following the event.



Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



LINEN RENTAL

Linen Rental ►►

**Linen orders MUST be made 2 weeks prior to event.*

All table linens will be an additional charge for your event. Special order colors may have an up-charge. Please ask the Event Coordinator for details, samples, and pricing.

Tablecloth Colors Available (\$5.00/tablecloth):

BASIC COLORS	OVERLAYS	SPANDEX WRAPS
☐ BLACK ☐ WHITE ☐ IVORY (20 included with room rental if minimum of 25 ordered)	☐ SILVER PIN-TUCK ☐ BLACK ☐ DAMASK ☐ GOLD	☐ BLACK ☐ WHITE ☐ IVORY

if more than 25 tablecloths are rented, then 20 are complimentary with room rental, \$5 for each additional tablecloth.

For events that require extra table coverings (straight tablecloths or spandex) for vendors, games, sponsorships, etc., a charge per covering will be assessed. These coverings come in the basic colors of BLACK, WHITE and IVORY.

Napkin Colors (\$0.50/napkin):

*Other colors maybe available. Please request a color swatch book to select colors not listed below.

- ☐ BLACK
- ☐ IVORY
- ☐ WHITE



Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



SNACKS & ALCOHOL

Snack Menu ►►				*Orders MUST be made 2 weeks prior to event.			
	PRICE	#	COST		PRICE	#	COST
MORNING SNACKS				DRINKS			
Granola Bars	\$2.00/bag	x		Coffee (1.5 Gal pot)	\$25.00 / pot	x	
Assorted Pastries	\$25.00/dozen	x		Iced Tea	\$30.00 / 3 gal.	x	
Fresh Apples/Fresh Bananas	\$1.25/ea.	x		Lemonade	\$25.00 / 3 gal.	x	
Breakfast Rolls	\$25.00/dozen	x		Sodas (Coke Products)	\$1.50/can	x	
Orange Juice	\$25.00 / 3 gal.	x		Bottled Water	\$2.00/bottle	x	
Donuts	\$20.00/dozen	x		Beer (Domestic)	\$4.00/bottle	x	
Rolls	\$15.00/dozen	x		Beer (Imports / Ales)	\$4.75/bottle	x	
AFTERNOON/EVENING SNACKS							
Pretzels (Serves appx. 20)	\$6.00/lb.	x					
Snack Mix (Serves appx. 20)	\$9.00/lb.	x					
Chips & Salsa (Serves appx. 20)	\$9.00/lb.	x					
*20% Gratuity on all Drinks, Snacks and Food Products				Snack/Beverage Fee ►► \$			

Bar Sales / Alcohol Request ►►	BAR WILL CLOSE AT MIDNIGHT. No one will be served under the age of 21. If 2-day bridal package is purchased, bar closing time may be extended.
---------------------------------------	--

ALCOHOL: All alcohol must be purchased through the NOBCC accordance with our liquor license. NO alcohol of any sort may be brought in or carried out of the facility. There is a \$200 minimum on all bars. In the event that the \$200 minimum is not met, the event is responsible for the bartender fee at the rate of \$20/hour. If you would like a special purchase of alcohol or keg beer, requests must be made two weeks prior to event.

KEGS: Kegs must be ordered for events at least two weeks prior to date (two kegs maximum). Kegs are 16 gallons and have approximately 160 servings. A 20% gratuity charge will be added to all keg sales. Kegs must be prepaid or paid with credit card upon ordering.

BARTENDERS: NOBCC will schedule bartenders for your event that have been trained in accordance with and adhering to the Nebraska Department of Liquor Control.

OPEN BAR: If your event or organization is allowing an Open Bar for your guests that you will be paying for at the end of the event, a 20% gratuity will be added to your bill for the bartender's tips. Open Bars are required to be prepaid or a credit card on file for payment at the conclusion of the event.

CASH BAR: If you wish to have your guests purchase their own drinks, only cash or credit cards will be accepted. A tip jar will be supplied at the bar for the bartender(s) to collect. A guest tab over \$100 will automatically accrue 20% gratuity.

DAMAGES: Any damages or excessive clean up required to the NOBCC may result in additional charges to the CLIENT.

Special Requests or Notes:



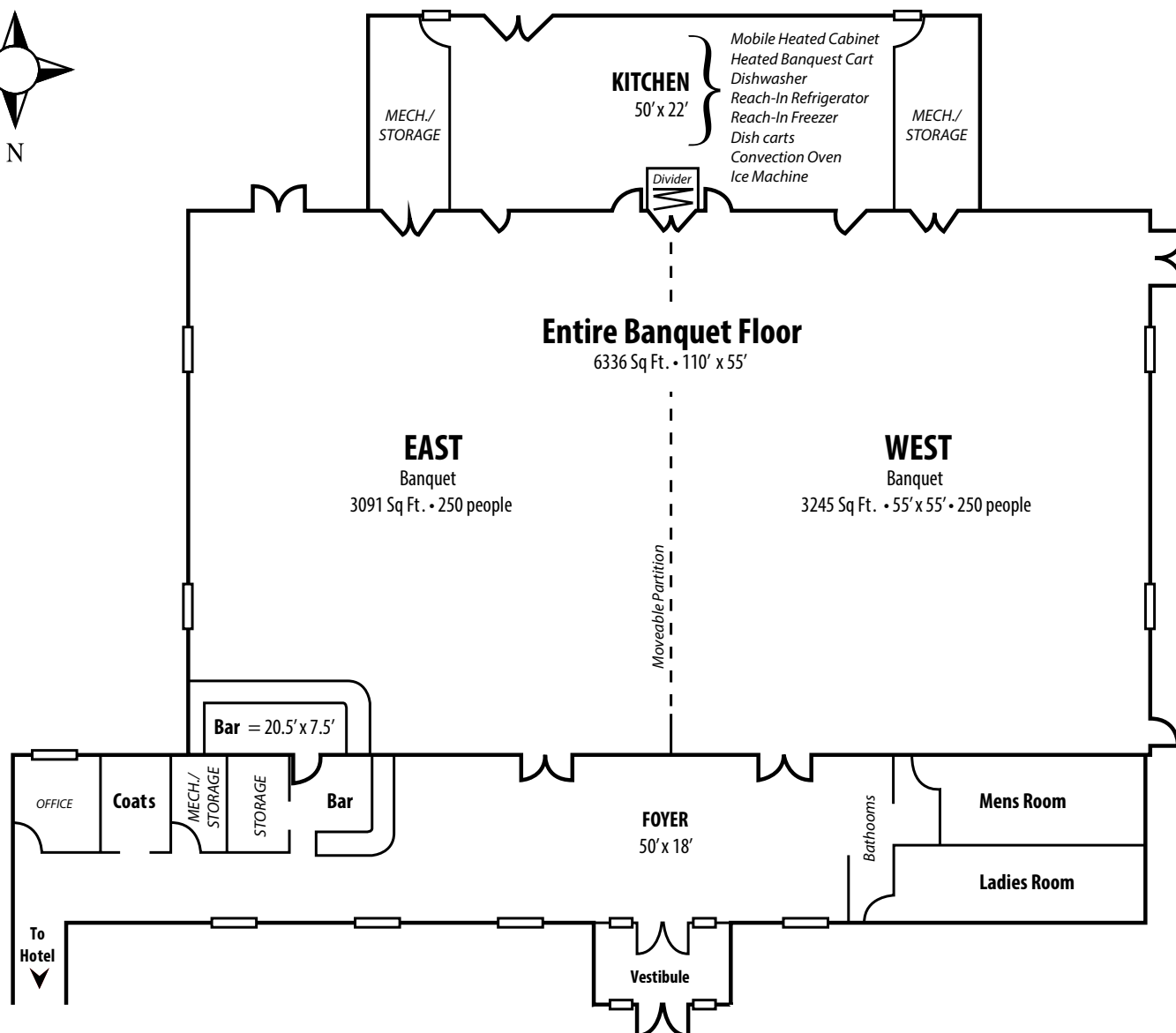
Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



CAPACITIES



SEATING CAPACITY ►► (Based on 10 Sq. Ft. /Person)

PLEASE NOTE: Seating allowances for buffet and/or stage.

	HOTEL MEETING ROOM	EAST NOBCC	WEST NOBCC	FULL NOBCC	FOYER
SEATING	CAPACITY	CAPACITY	CAPACITY	CAPACITY	CAPACITY
Round Tables	60	200	200	400	70
8 Ft. Tables	80	300	320	600	90
Classroom-style	45	230	270	500	56
Theater-style	80	400	400	800	112
Trade Show	6 (10x10)	15 (10x10)	16 (10x10)	31 (10x10)	4 (10x10)
Crescent Rounds	30	175	175	350	42



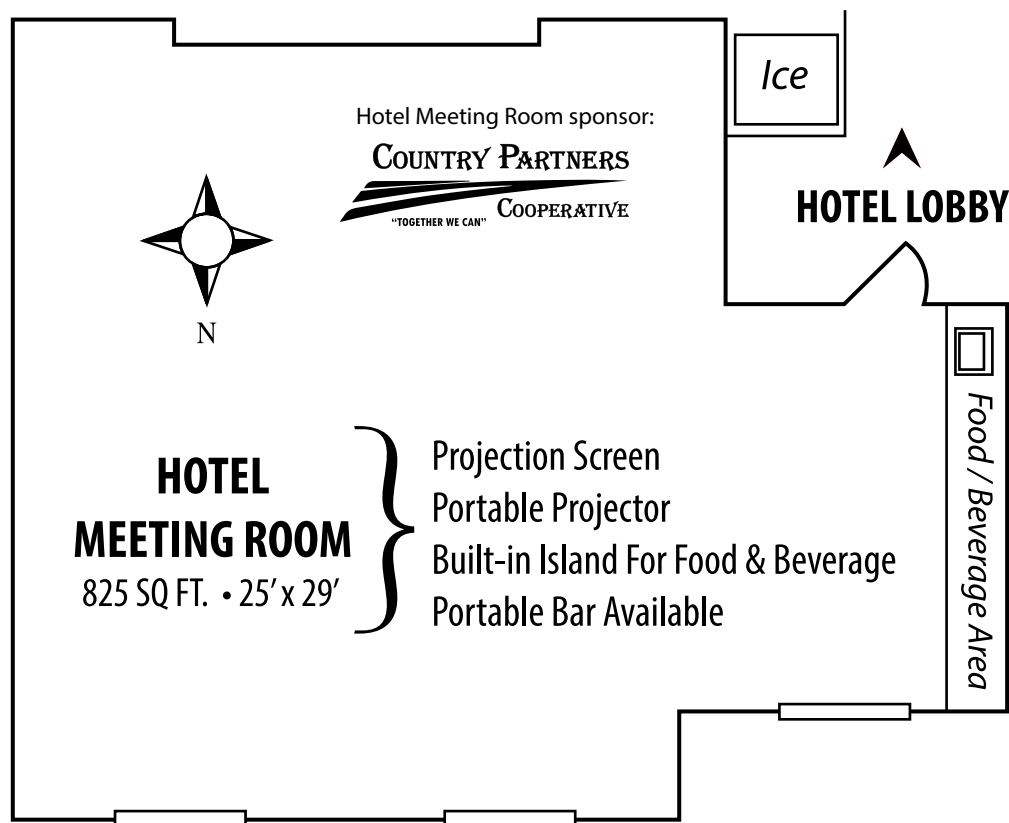
Nebraska One Box Convention Center

AT THE **COBBLESTONE HOTEL & SUITES™**

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



MEETING ROOM



ASK US
ABOUT

Pool Parties

Check for Availability • \$150

(Payment due at booking)

Cobblestone Hotel & Suites Indoor Pool

- Up to 16 people in the pool at a time
- Host your party in the **Hotel Meeting Room**
- Bring in a cake, cupcakes, cookies!

(No roasters or crock-pots please.) Ask for details.

Cobblestone Hotel: 308-767-2060



Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



TWO-DAY WEDDING PACKAGE

Bridal Package ►►

THIS OPTION MUST BE DETERMINED AT CONTRACT SIGNING.

Please refer to details and policies below.

The NOBCC is a PRIME VENUE for your wedding reception. If you are planning to decorate at the convention center, please consider the two-day bridal package to allow for extra time to create that picture-perfect reception.

2-Day
Package!
\$1000
deposit

Day Before Wedding / 1-Day Rental:

*\$800 (Deposit \$500 to secure date)

+

Wedding Day / 1-Day Rental:

*\$1100 or \$1900 for 2 days
(Deposit \$500 to secure date)

Early access the NOBCC at 8:00 a.m. to allow extra time to decorate.

Blocked Rooms

If you block rooms at the Cobblestone Hotel & Suites, and book 10 of them, the Bride and Groom will receive a complimentary **Room FREE** the night of the scheduled reception. **It is the responsibility of the Bride and Groom to make their own reservation for the free room.** The suite will NOT automatically be reserved for them.

BLOCKED HOTEL ROOMS: Upon request, a hotel room block will be set aside at the time that you book your event. Your guests are responsible for making their own reservations within this block at least 30 days prior to the event – unless other arrangements have been made. Any rooms from that block not reserved at that time will be released and turned into available hotel inventory. Cobblestone Inn & Suites reservation number is: 308-767-2060. All hotel block reservations need to be made by the Hotel General Manager.

Event Name ►►

I would like to select the following option:

☐ **Standard 1-day Convention Center Rental** *\$550 deposit

I understand that this means I have limited access to the facilities as outlined by the NOBCC Event Coordinator.

☐ **Two-Day Bridal Package Rental** *\$1000 deposit

I understand this option includes an additional fee for early event access.

Return to:

One Box Convention Center
2750 S. 27th Ave.
Broken Bow, NE 68822

Find us on social media:



cobblestonehotelbrokenbowne



One_Box_Bbow



neoneboxconvcenter

The Nebraska One Box Convention Center and Cobblestone Hotel & Suites has permission to use my event photos or name for promotional purposes, news information, or social media for the use and benefit of the Nebraska One Box Convention Center or Cobblestone Hotel & Suites.

☐ **Yes, please share!** ☐ No, keep it private.



Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES[™]

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



TERMS & CONDITIONS

TERMS & CONDITIONS UPON SIGNING A RESERVATION CONTRACT, THE NEBRASKA ONE BOX CONVENTION CENTER (NOBCC) AND CLIENT (RESPONSIBLE PARTY) AGREE TO THE FOLLOWING TERMS & CONDITIONS:

1. The premises shall be at all times under the exclusive control of the Hotel Management and Event Coordinator. The CLIENT and their guests shall access only those portions of the NOBCC designated by the Hotel Management and Event Coordinator.
2. Ceremony/Meeting/Reception rental fees include the set up and tear down of chairs and tables and one microphone and sound system. (\$400 replacement fee for microphone.)
3. In accordance with the Nebraska Department of Agriculture, Food Safety & Consumer Protection Division, no food may be allowed in the convention room from outside sources UNLESS LICENSED by the state of Nebraska. Proof of license and insurance required. Event cakes/bakery items will be allowed only if they are from a health inspected licensed business.
4. Liquor cannot be brought into any banquet room from outside sources. All bar beverages will be purchased by the CLIENT and will be prepaid or a credit card on file for payment at the conclusion of the event. If your event is cash service, guests will be responsible for the purchase of their drinks, only cash and credit card purchases will be allowed. Guests in your party who are drinking to excess in the opinion of our bartenders or management will not be served additional alcoholic beverages.
5. No one will be served under the age of 21. All bars must conclude by midnight unless 2-day bridal package is purchased.
6. All bartenders will be paid for by the NOBCC. If you wish to have additional bartenders than our recommended number, we will schedule at \$20 per hour per bartender.
7. The CLIENT is asked to confirm with the Event Coordinator the approximate number of guests at time of guaranteed deposit. Event counts need to be given at least one week prior to event.
8. Entertainment must cease midnight unless 2 day bridal package is purchased. CLIENT will at all times be responsible for all actions of their guests, including musicians, disc jockeys, their equipment, instruments and any expenses incurred due to damage to the NOBCC.
9. NOBCC is not responsible at any time for theft of or damage to properties brought in by or for the CLIENT; including gifts, food, money box, coats, etc. Anything found after the event will be placed in our lost and found.
10. NOBCC requires that all candles be drip-less and/or contained. Any wax damage to tables, floors or chairs will be billed to the CLIENT.
11. Immediately after the Ceremony/Meeting/Reception, CLIENT must take down any and all decorations brought in, purchased or utilized by the responsible party.
12. CLIENT understands that the entire facility is non-smoking and smoking is permitted in outside areas only.
13. At the signing of this contract, the CLIENT shall pay a non-refundable and non-transferable deposit with Cash, Check or Credit Card. All event rentals must be paid with two weeks of the event to guarantee date.
14. In the event of a weather-related cancellation, the NOBCC will determine if your event can be rescheduled. If no date is available, and the event is completely canceled, the NOBCC maintains the right to retain your deposit in full.



Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



EVENT RESERVATION CONTRACT

Event Name ►►

ROOM REQUEST: ☐ Convention Center ☐ Pool Party ☐ Hotel Meeting Room ☐ Foyer ☐ Off-site Bar	EVENT DATE(S): 	DAY OF THE WEEK: ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun	ATTENDEE COUNT:
CLIENT Contact (responsible party):			CLIENT Setup Time:
Address:		City/State/Zip:	Arrival Time:
Phone:		Email:	Serving Time(s):
Notes:			Ending Date/Time:

Payment Method ►►

☐ CASH
☐ CHECK #
☐ TAX-EXEMPT? Please provide a copy of your tax exemption certificate.

☐ CREDIT CARD ☐ VISA ☐ MC ☐ AmExpress ☐ Discover	
CC #	Exp. Date: / / 20
Name on Card:	
Signature:	

ROOM RENTAL	
DEPOSIT	
LINEN FEES	
CATERING	
ALCOHOL / DRINKS	
EXTRAS	
SUBTOTAL:	\$
TAXES	%
GRATUITY	%
AMT DUE ►►	\$

At the signing of this contract, the CLIENT agrees to all NOBCC terms and conditions and shall pay a non-refundable, non-transferable deposit with Cash, Check or Credit Card.
All event rentals must be paid 7 days prior to the event.

ALL PRE-ORDERED LIQUOR REQUESTS such as Keg Service, Wine Service and Open Bars of any type will be charged a 20% gratuity fee that will all be PRE-PAID in advance of the event or in the event of the Open Bar, the Night of the event with a Credit Card or Check. NO EXCEPTIONS.

Signature of Event CLIENT/Responsible Party _____ Date _____

Cobblestone Hotel or One Box Convention Center Rep _____ Date _____

The NE One Box Convention Center will be referred to as NOBCC & the CLIENT will be the responsible party.
 Upon signing, the CLIENT agrees to all NOBCC terms & conditions.



Nebraska One Box Convention Center

AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



HOTEL MEETING ROOM RENTAL

Room Rental ►►

- **Outside liquor is prohibited.** Please no crockpots or roasters.
- Food, beverage, and alcohol service is available and served by the NOBCC/Cobblestone staff. Additional fees may apply. *Please ask for details.*
- Please respect "quiet time" hours of operation for the Hotel Meeting Room.

All activities must conclude by 11:00 pm for the respect of other hotel guests.

Book 5 Hotel Rooms with 20 meals & drinks get the Hotel Meeting Room rental FREE!

NAME (responsible party):		HOTEL Room #:
Address:	City/State/Zip:	Arrival Time:
Phone:	Email:	Serving Time(s):
Notes:		Ending Date/Time:

FUNCTION SPACE: Functions must be confined to the hotel meeting room. Please respect quiet hotel hours & conclude activities by 11:00PM.

THE COBBLESTONE HOTEL/NOBCC IS A SMOKE FREE FACILITY. Smoking is permissible in the designated outside areas.

DAMAGES: The CLIENT is responsible and shall reimburse the NOBCC for any damages, loss, or liability incurred by any of the customer's guests or any persons or organizations contracted by the customer for services or goods before, during, or after the event.

By signing this contract, the CLIENT agrees to the terms and conditions outlined and agrees to honor all contracts and fees. All liquor requests must be prepaid and are subject to a 20% gratuity fee. NO EXCEPTIONS.



ASK US ABOUT *Pool Parties*

Check for availability • \$150

(Payment due at booking)

Cobblestone Hotel & Suites Indoor Pool

- Up to 16 people in the pool at a time
- Host your party in the **Hotel Meeting Room**
- Bring in a cake, cupcakes, cookies!

(No roasters or crock-pots please.) Ask for details.

Cobblestone Hotel: 308-767-2060

Signature of Event CLIENT/Responsible Party

Date

Cobblestone Hotel or One Box Convention Center Rep

Date

The NE One Box Convention Center will be referred to as NOBCC & the CLIENT will be the responsible party. Upon signing, the CLIENT agrees to all NOBCC terms & conditions.

