

# *Cheyenne Depot Museum*

## Lobby Rental Agreement and Rates

### **Availability of Facilities:**

The Cheyenne Depot Museum is available throughout the year for private rental. However, because serving our visitors is a priority, we occasionally have to limit facility usage or allow our patrons & tenants access to parts of the building during rental setups and events. Some large exhibits, art shows or Museum functions may restrict rental opportunities. Scheduling in advance is essential.

### **Lobby Rental Rates:**

- ✓ Full day (6hrs+) \$1,000 Non-Profit \$850
- ✓ Half Day (5 hours or less) \$550
- ✓ Special pricing as negotiated for events longer than one day.

Depot equipment use, setup, and takedown included in rental fee. Table layout must be provided at least **72 hours** in advance of the event.

### **Fee Schedule:**

Rental fees are based on a flat rate. All rates are subject to change, but fees are locked in at time of deposit. Reservations are not final until 1) a deposit of 50% of the total fee, 2) a credit card on file for any incidentals, and 3) the contract is received by Depot staff. Balance is due **30** days prior to the date of the scheduled event. Set-up and clean-up times are included in the rental period.

### **Rental Policy:**

The Cheyenne Depot Museum rents facilities and equipment when it is in the best interests of the Museum and the community. The name and reputation of the museum are valuable assets and will not be exploited for personal advantage or the advantage of other entities. The Museum Director will resolve all questions of rental propriety.

All requirements for the event will be identified and agreed upon prior to the event. The onsite Cheyenne Depot Museum staff person will have final word on any issues that have impact upon the Cheyenne Depot Museum, its name, and reputation.

The sponsor of the event agrees to treat Cheyenne Depot Museum and City of Cheyenne property with care and respect. The conduct of the guests within the Lobby is the responsibility of the event sponsor. If a Cheyenne Depot Museum staff member is required to perform duties outside of the outlined services, or the cleanliness of the Lobby is in question, the sponsor will be billed at \$50.00 per hour, up to \$300.00 to compensate for necessary janitorial services. A credit card is needed on file at time of deposit.

Renters are responsible for removing all belongings. Trash must be bagged and removed. If rented tables and chairs are not being picked up on the day of the event, renters must neatly stack them on the cement floor. Do not lean furniture against the walls. *The rental amount does not represent a limitation of liability for damage caused by users or their guests.*

Setup and breakdown of tables, chairs, audio/visual equipment, displays, etc., not provided by the Depot is the sole responsibility of the event sponsor or their designee. The Cheyenne Depot Museum staff will not be available for this purpose unless prior arrangements are made with the Events Coordinator.

All material used to promote an event will be reviewed by the Events Coordinator prior to distribution.

An Indemnity Agreement will be signed by the event sponsor for each event.

Initials\_\_\_\_\_

The event sponsor will be held responsible for any damage to Lobby or associated City property caused by any related parties and will be billed for such damage.

Included in the rental fee is compensation for at least one Cheyenne Depot Museum representative. They are on duty throughout the set-up of the event, the duration of the event and the clean-up time. They are not retained to help the caterer serve food or clean up after the event. Depot staff will setup and takedown Depot equipment **only**.

**Restrictions**

No balloons or bubbles or smoke machines are allowed. Nothing can be attached to the walls. Tape cannot be used on the floors or walls.

**Catering Guidelines:**

Catering facilities are not available in the Cheyenne Depot Museum. All food preparations must be completed off the premises. Contracted caterers are asked to adhere to the guidelines set forth by the Cheyenne Depot Museum. A caterer in violation of the guidelines may be restricted from serving at future events.

- Caterer retained by event sponsor may begin set-up no earlier than two hours before the event. Cheyenne Depot Museum staff is not responsible for ensuring deliveries of food and rental items prior to the event.
- All major food preparations must be completed off premises.
- A water source is provided, however there is no disposal unit, so all non-liquid materials should be properly disposed of.
- Caterer must agree to remove trash and restore premises to a clean and orderly condition.
- Caterer must not interfere with the normal functioning of the Museum.
- All required permits must be on the premises for the duration of the event. It is your responsibility to verify catering permits.

**Compliance with Laws and Use of Alcoholic Beverages:**

Renter will comply with all pertinent laws, statutes, ordinances and governmental regulations, including, without limitations, all laws, statutes and regulations pertaining to liquor. Renter or contracted caterer may not serve food or alcoholic beverages unless necessary permits and licenses are obtained. Copies of all required permits must be on the Cheyenne Depot Museum premises for the duration of the event. Please contact the Cheyenne City clerk at 2101 O’Neil Ave. Room 101, (307) 638-4301