

Fort Caspar Museum Rental Fees for Indoor Spaces

Multi-Use Room (40 x 43')

Recommended room capacities: 100 guests seated theater style (120 max.); 80 guests seated at tables (96 max.)

Fees for Half Day (up to 4 hours)

Number of People	Cost when Museum is OPEN, <u>plus</u> a per person usage fee*	Cost when Museum is CLOSED, <u>plus</u> a per person usage fee*	Damage Deposit	Damage Deposit w/Alcohol**
Up to 50	\$50	\$150	\$100	\$200
51 to 120	\$100	\$200	\$150	\$300

Fees for Full Day (4 to 8 hours)

Number of People	Cost when Museum is OPEN, <u>plus</u> a per person usage fee*	Cost when Museum is CLOSED, <u>plus</u> a per person usage fee*	Damage Deposit	Damage Deposit w/Alcohol**
Up to 50	\$75	\$250	\$100	\$200
51 to 120	\$125	\$350	\$150	\$300

Classroom (20 x 35')

Recommended room capacity: 20 adults or 30 children

Fees for Half Day (up to 4 hours)

Number of People	Cost when Museum is OPEN, <u>plus</u> a per person usage fee*	Cost when Museum is CLOSED, <u>plus</u> a per person usage fee*	Damage Deposit	Damage Deposit w/Alcohol**
Up to 30	\$30	\$100	\$75	\$150

Fees for Full Day (4 to 8 hours)

Number of People	Cost when Museum is OPEN, <u>plus</u> a per person usage fee*	Cost when Museum is CLOSED, <u>plus</u> a per person usage fee*	Damage Deposit	Damage Deposit w/Alcohol**
Up to 30	\$50	\$200	\$75	\$150

AV Rental Fees Per Day

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|-----------------|------|------------------|---------------------|
| •LCD Projector | \$50 | •Microphone | \$10 per microphone |
| •DVD/VHS Player | \$10 | •Laptop Computer | \$50 |

* **Per Person Usage Fee:** \$1.50 per guest

** **Alcohol:** A licensed server will be required to serve all alcohol on the premises. An Alcohol Permit must be obtained in advance from the Finance Department at City Hall.