

OUTDOOR RENTAL AGREEMENT

EVENT: _____ DATE of EVENT: _____

SPACE: _____

CUSTOMER: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

of PEOPLE EXPECTED: _____ (If over 100, need Permit & Insurance*)

*Date referred to City Clerk's office _____ Date cleared by City Clerk _____

HOURS of EVENT: _____ ARRIVAL/TAKEDOWN TIME: _____

ALCOHOL: No _____
YES _____ (If Yes, a Liquor Permit (\$0 to \$50) and/or a Licensed Server will be required.*)

*Date referred to City Clerk's office _____ Cleared by City Clerk _____

FEES: RENTAL FEE*: \$ _____ (Reservations will not be held until Rental Fee is paid)
DATE FEE PAID _____ by CC ___ Check ___ Cash ___

USAGE FEE*: \$ _____ (\$1.50 per person Facilities Usage Fee; due soon after event)
\$ _____ = Event attendance #: _____ X \$1.50
Date paid: _____ by CC ___ Check ___ Cash ___

TOTAL: \$ _____

EVENT NOTES: _____

*Please see the list of rules and fees in the "Fort Caspar Parks Rental Information" sheet.

CLIENT SIGNATURE: _____ DATE SIGNED: _____

By signing, you agree to the Rental Terms and Conditions as stated on the reverse.

Reservation by: _____ Date: _____

CITY OF CASPER
FORT CASPAR MUSEUM PARKS
4001 Fort Caspar Rd, Casper, WY 82604
307-235-8462 / www.fortcasparwyoming.com

RENTAL TERMS & CONDITIONS: Outdoor Spaces

1. Any damages to Park property will be repaired by the City of Casper and will be charged to the client. It is the client's responsibility to contact the City Clerk's office for Permits and insurance requirements for any hazardous activities (bounce houses, slippery slides, etc.), and the Parks division must be notified to mark water lines if stakes will be used (eg, tents, volley ball nets, etc.).
2. An appropriate Liquor Permit (fees range from \$0 to \$50) is required when alcohol is present. Contact the City Clerk's office 30 days or more in advance to get the proper permit.
3. Events expecting over 100 people and/or that block city right-of-ways are required to apply for permits and insurance from the City Clerk's office; allow 30 days to process.
4. Children must be supervised at all times and will not be allowed to run throughout the Museum and Fort grounds.
5. The event will be over and the space cleaned up by the end of the rental period.
6. If the client cancels the event 10 business days before the event 100% of the fees will be returned, if the client cancels 5 to 9 business days before the event 50% of the fees will be returned, if the client cancels less than 5 days before the event none of the fees will be returned.
7. Any altercations, fighting or threats may result in closure of the event at the City's discretion. The City reserves the right to eject or cause to be ejected from the grounds any objectionable person or persons; and neither the City nor any of its officers, agents, or employees shall be liable to the Client for any damages that may be sustained by Client through the exercise by the City of such right.
8. The client agrees to indemnify and hold the City harmless from any and all claims arising out of client's use and/or occupancy of the leased property and/or other City facilities described in this agreement to the extent permitted by state law.
9. The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Wyoming Governmental Claims Act.

Client Initials: _____

Date: _____