Cheyenne Depot Museum
Coupler Rental Contract
Phone: (307) 632-3905
Fax: (307) 632-0614

Day and Date of Event: __________________ Type of Event: __________________
Name/Organization: __________________ Contact Person: __________________
Address: __________________________________________________________
Primary Phone: __________________ Email: ____________________________
Setup Time: __________ Event Start Time: __________ Exit Time: __________

_____ Hourly: Rental Time_____ x Rate ($50.00/hour) = Total __________

Will you need any of the following: Tables & Chairs ________ Pipe & Draping_______
Sound System ________ Stage_______

Deposit to hold date is 50% of Total Amount Due ______
Number of Expected Guests: ________ Caterer/Phone: __________________________

Will a fee be charged those who attend?  Yes____ No ____
Will there be commercial sales or marketing?  Yes ____ No ____

Will alcoholic beverages be served? Yes ____ No ____
Type: Malt beverages ____ Champagne/Wine ____ Hard Liquor____

The following items need to be returned to the Cheyenne Depot Museum:
Diagram of Coupler setup Proof of insurance
City License/Permit Form Alcohol Indemnity Agreement
Coupler Rental Agreement

Reminder of Important Guidelines
No smoking in the building. Food and beverages are limited to the area rented only. Staff person on duty is a
facility manager only; not cleanup crew or host. All equipment, decorations, etc must be removed at exit time
unless special arrangements are made in advance. I have read the Museum policies and understand the guidelines set
forth. Should my organization or guests at the event fail to comply with the policies and guidelines, I acknowledge
additional charges will be assessed and/or future use of the facility will be restricted.

Fee Schedule
Rental rates are locked in at time of deposit. Reservations are not final until 1) a deposit of 50% of the total fee, and 2)
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. Deposits are non-refundable less than 6 months of the date of the event if
cancelled or changed.

______________________________________________ (Organization Representative Signature)

Office Use:
Date received: __________ Received By: __________________ Credit Card for file __________________
EXP __________ CVC: __________