Cheyenne Depot Museum
Lobby 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: ____________________________
____________________________________________  E-mail: ______________________________________
Setup Time: ___________ Event Start Time: ___________ Exit Time: ___________

☐ Full Day ($1,000) ($850 non-profit)  $ __________
☐ Half Day: ($550) (5 hours or less)  $ __________
Deposit to hold date: 50% of rental amount:  $ __________

Will you need any of the following?:
Tables & Chairs _______  Pipe & Draping _______  Sound System _______  Stage _______
Number of Expected Guests: _______  Caterer/Phone: __________________________

Yes  _____  No  _____  Will a fee be charged those who attend?
Yes  _____  No  _____  Will there be commercial sales or marketing
Yes  _____  No  _____  Will alcoholic beverages be served?
Type: Malt beverages  ____  Champagne/Wine  ____  Hard Liquor  _____

*The following items need to be returned to the Cheyenne Depot Museum at least 30 days before the event.*
Diagram of Lobby Setup  ______  Proof of Insurance  ______
_______  Alcohol Indemnity Agreement  ______  Lobby Rental Agreement  ______
_______  City License/Permit Form  ______  Final Payment  ______

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. Renters Set-up and clean-up times are included in the rental period. Deposits are non-refundable less than 6 months from the date of the event if cancelled or changed.

(Signature of Organization Representative) __________________________________________________ Date: ____________

Office Use:
Date received: ____________  Credit Card for file __________________________  EXP  ______  CVC: ______
Received By: ____________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Activity</th>
<th>Amt</th>
<th>Bal.</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inv Amt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pmt 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pmt 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>