

# Cheyenne Shrine Club

## Venue Rental Contract

224 E Iowa St, Cheyenne, WY 82001

Please send contracts & payments to: **Simplicity 307, 1721 Carey Ave, Cheyenne, WY 82001**

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 (\$700) \_\_\_\_\_  Monthly Rental (due first of each month) \$850 \_\_\_\_\_

Half Day: (\$550) (5 hours or less) \$ \_\_\_\_\_

Member Rate: (\$300) \$ \_\_\_\_\_

Deposit to hold date: **50%** of rental amount: \$ \_\_\_\_\_

**\*\*Rental hours are between 8:00am and 11:59pm. Set-up for Saturday rentals may be available between 5-7pm on Friday night upon request.**

**\*\*DJs will need to bring their own equipment- DJ equipment is NOT available at the Shrine Club.**

Will you need any of the following:

Tables & Chairs \_\_\_\_\_ Sound System \_\_\_\_\_ Stage \_\_\_\_\_ Other: \_\_\_\_\_

Bar Service \_\_\_\_\_ Kitchen use (may have an additional charge) \_\_\_\_\_

Number of Expected Guests: \_\_\_\_\_ Caterer/Phone: \_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_ Will a fee be charged those who attend?

### 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 building 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 Shriner/Simplicity 307 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. Check can be made out to "Simplicity 307"

(Signature of Organization Representative) \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use:

Date received: \_\_\_\_\_ Credit Card for file \_\_\_\_\_ EXP \_\_\_\_\_ CVC: \_\_\_\_\_

Received By: \_\_\_\_\_

| Date: | Activity | Amt | Bal. | Initials |
|-------|----------|-----|------|----------|
|       | Inv Amt  |     |      |          |
|       | Pmt 1    |     |      |          |
|       | Pmt 2    |     |      |          |

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### Rental Agreement and Rates

#### Availability of Facilities:

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

#### Main Room Rental Rates:

- Full day (6hrs+) \$700
- Half Day (5 hours or less) \$550
- Special pricing as negotiated for events longer than one day.

#### 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) the contract is received by Shrine 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. **Checks should be made out to “Simplicity 307”**

#### Rental Policy:

The Cheyenne Shrine Club rents facilities and equipment when it is in the best interests of the Club and the community. The name and reputation of the Cheyenne Shrine Club are valuable assets and will not be exploited for personal advantage or the advantage of other entities. The Event Coordinator(s) and the Cheyenne Shrine Club will resolve all questions of rental property.

All requirements for the event will be identified and agreed upon prior to the event. The onsite Cheyenne Shrine Club Staff/Event Coordinator(s) will have final word on any issues that have impact upon the Cheyenne Shrine Club, its name, and reputation.

The Renter agrees to treat Cheyenne Shrine Club property with care and respect. The conduct of the guests within the building is the responsibility of the event sponsor. If a Cheyenne Shrine Club person/Event Coordinator (s) staff member is required to perform duties outside of the outlined services, or the cleanliness of the event is in question, the sponsor will be billed at \$50.00 per hour, up to compensate for necessary janitorial services.

Cheyenne Shrine Club equipment use, setup, and takedown time is included in rental fee. The Renter is responsible for setting up the equipment they use

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 in a designated area. *The rental amount does not represent a limitation of liability for damage caused by users or their guests.*

Initials\_\_\_\_\_

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

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

The Renter will be held responsible for any damage to building or associated 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 Shrine Club 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 nor supervise the event. The Cheyenne Shrine Club will setup and takedown Cheyenne Shrine Club equipment **only**.

### **Restrictions**

Candles, confetti or smoke machines are **not** allowed. Battery operated candles are permitted. Nothing can be attached to the walls without direct written permission of the Cheyenne Shrine Club.

### **Food and Beverage Guidelines:**

Catering facilities are available in the Cheyenne Shrine Club. Food preparations must be completed off the premises. Contracted caterers are asked to adhere to the guidelines set forth by the Cheyenne Shrine Club. A caterer in violation of the guidelines may be restricted from serving at future events.

- Caterer retained by Renter may begin set-up no earlier than two hours before the event. Cheyenne Shrine Club staff is not responsible for ensuring deliveries of food and rental items prior to the event.
- 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 building.
- All required permits must be on the premises for the duration of the event. It is your responsibility to verify catering permits.

As an alcohol license holder, we are responsible for the purchase and distribution of **ALL** alcoholic beverages on the property in accordance with state and federal regulations. We reserve the right to refuse service to anyone and request proof of age at any time. Alcohol will not be permitted to leave the property. Any violation of this, the Renter can incur a minimum of a \$150 Penalty plus any damages to property due to this violation.

If the Renter desires to use the facilities of the Cheyenne Shrine Club for and requests alcoholic beverage service at said event, and the, Renter acknowledges the possible liability exposure for personal injuries or property damage that could result from the negligent dispense of alcoholic beverages to persons attending the aforementioned event.

### **Indemnity**

Renters will indemnify and hold harmless the Cheyenne Shrine Club and Simplicity 307 Vendor & Events LLC, from any and all claims, actions, liability, and expenses caused by, resulting from, or related to Renter's act, omission, or failure to comply with the terms of this clause, whether such act, omission, or failure was the Renters's or its employee(s) and/or agent(s). Upon notice from the Cheyenne Shrine Club/Simplicity

307 Vendor & Event, Renter will defend, at its own expense, any such claim, action, or liability and shall reimburse the Cheyenne Shrine Club/Simplicity 307 Vendor & Event for any expenses, including reasonable attorney's fees, incurred by the Cheyenne Shrine Club/Simplicity 307 Vendor & Event in defense of such claim, action, or liability.

I certify that I have read and understand the policies and procedures outlined above. I release Simplicity 307 Vendor & Event LLC and The Cheyenne Shrine Club of all responsibility and liability for damages, loss or injury.

I understand that participation in such activities is an inherently dangerous activity. Risks include, but are not limited to, property damage, loss or destruction, serious physical injury and/or death. These risks may further include potential exposure to an infection from viral diseases including but not limited to the coronavirus. In exchange for the opportunity to participate in this show, I do hereby, for myself, my heirs and personal representatives release and discharge the Cheyenne Shrine Club and Simplicity 307 Vendor & Event LLC from all actions, causes of action, damages, claims or demands for all known or unknown personal injuries, property damage or death resulting from or arising out of my participation in the above described activity or events. I am submitting this application and release, voluntarily and without coercion and in consideration of the permission to participate and/or any other consideration provided to me in connection with the activities and/or events described herein. I further certify that I am 18 years of age or older. If I am a minor, my parent or guardian, by submitting below, fully participates in and acknowledges the contents and effect of this waiver and release on my behalf.

I also acknowledge receipt of and have read the policies as set forth by the Cheyenne Shrine Club by signing the rental contract.

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