



City of Cheyenne  
 Community Recreation & Events Department  
 Programs & Facilities Division  
 4603 Lions Park Drive  
 Cheyenne, WY 82001  
 (307) 637-6423

**CITY OF CHEYENNE DEPOT PLAZA RENTAL AGREEMENT**

The following documents are a binding agreement and are needed for use of the Cheyenne Depot Plaza. **Please complete the attached forms carefully and accurately.** The contract will assist in making you aware of the process and procedures, as well as risks you need to be aware of as a potential renter. These documents, rules, and policies herein, are intended to provide protection of the Cheyenne Depot Plaza, along with a quality experience for all users.

**On-Call Phone Number Day of Event: (307) 421-1782**

- **RENTAL AGREEMENT AND 10% OF RENTAL FEE IS DUE AT TIME OF RESERVATION.**
- **RENTAL FEE AND DEPOSIT MUST BE MADE SEPARATELY.**
- **FINAL PAYMENT AND \$250.00 DAMAGE DEPOSIT IS DUE 30 DAYS PRIOR TO EVENT.**

Date of Event: \_\_\_\_\_

Reserved Times (6AM-11PM): \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Non-Profit: Yes \_\_\_ No \_\_\_. If yes, Non-Profit ID Number: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

Approved Date: \_\_\_\_\_ Signature of Approval \_\_\_\_\_

**Facility Fee:** Hours Rented \_\_\_\_\_ x rate \$ \_\_\_\_\_ = Rental Fee \$ \_\_\_\_\_

**Extras:** Mobile Stage: \$ \_\_\_\_\_ City Sound Package: \$ \_\_\_\_\_

**Facility Fee:** \$ \_\_\_\_\_ **Extra Rental Fees:** \$ \_\_\_\_\_

**TOTAL Fees:** \$ \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

**10% Down:** \$ \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

**Deposit Fee: \$250.00** **Receipt #** \_\_\_\_\_ **Date Paid** \_\_\_\_\_



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### **CITY OF CHEYENNE DEPOT PLAZA RENTAL AGREEMENT**

The Community Recreation & Events Department welcomes your interest in the rental/use of the City of Cheyenne Depot Plaza. Please complete the attached form completely and accurately. Do not leave questions blank; for questions not applicable, write NA. Blank questions will be assumed not to have been read by the applicant and therefore considered incomplete (an incomplete form will not be accepted).

Additional information may be needed based on the event that is being proposed. Examples: insurance, permits, arrangements for police presence, etc. You will be notified if additional information is needed. [An event planning meeting may be required and will be arranged by the CRE Special Events Coordinator – Aliea Ednie – \(307\) 638-4300 – aednie@cheyennecity.org.](#)

- The operations building located on the plaza is for City Staff use only.
  - Tables/Chairs will need to be provided by the renter.
  - Set-up/Clean-up for events is the responsibility of the renter.
- Rental times are from 6:00 a.m. to 11:00 p.m. (this includes set-up and clean-up)

#### **Depot Plaza Rental Fees:**

- \$50.00/Hour
- \$600.00/Day
- Non-Profit Rate does require 501c3 documentation
  - \$25.00/Hour
  - \$300.00/Day
- Cleaning/Damage Deposit
  - \$250.00

**If paid with credit card, there is a service fee charge of 2.65% + \$0.25 per transaction. Checks/Money Orders and Cash are accepted.**

**Rental Agreement and 10% of Rental Fee is due at time of submission and must be submitted 30 days prior to reserve requested rental date. Total rental fee will need to be made in full (30 days prior) or monthly payments can be made (more than 30 days out). Final payment of rental fee will be due 30 days before event.**

**A cancellation of the Cheyenne Depot Plaza caused by medical, funeral, or deployment will result in an 85% refund. \*Renter must show proof of cancellation with written notice of cancellation. Written notice of cancellation must be received no later than 10 days after notice of cancellation. If unable to reschedule a cancellation, the following timetable will be utilized to determine refund amount:**

- **365-151 days out – 85% refunded**
- **150-91 days out – 60% refunded**
- **90-31 days out – 40% refunded**
- **Less than 30 days out – NO REFUND**



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Please Print or Type Information Requested:

First/Last Name: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date(s) of Rental Request: \_\_\_\_\_ \*\*Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*\*Rental times include set-up and tear down\*\*

Purpose of Rental: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Website for your Event: \_\_\_\_\_

Anticipated Number of People in Attendance: \_\_\_\_\_

Name(s) & Phone Number(s) of Applicants to be Present/Responsible during Event:

\_\_\_\_\_

- Will the Restroom Facilities need to be opened? Yes \_\_\_ No \_\_\_
- Will a Band/DJ be at your Event? Yes \_\_\_ No \_\_\_
  - If yes, has a noise permit been applied for at the City Clerk’s Office: Yes/Applying \_\_\_ No \_\_\_

**THE FOLLOWING SERVICES INVOLVE AN ADDITIONAL FEE AND A SEPARATE CONTRACT TO BE FILLED OUT:**

- Will you need to rent the City’s Mobile Event Stage? Yes \_\_\_ No \_\_\_
  - If yes, you will need to fill out the Mobile Event Stage Rental Agreement.
- Will you need the City Sound Crew to provide/run sound system for your event? Yes \_\_\_ No \_\_\_
  - If yes, you will need to fill out the rental agreement for use of the Audio Package.
    - **If the City Crew will be providing the sound system for your event, submit a schedule of times that bands/music will be playing along with the bands stage plots and technical riders at least 2 weeks prior to your event. Please allow at least ½ (half) hour in between bands for set-up and tear-down time. The city sound system will be operated by the city sound crew ONLY. A technical information sheet with a list of sound equipment is available upon request.**
- Will food be served? Yes \_\_\_ No \_\_\_
  - If yes, has City/County Environmental Health been contacted? Yes \_\_\_ No \_\_\_



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**CITY OF CHEYENNE DEPOT PLAZA RENTAL AGREEMENT**

- Will alcoholic (restrictions apply) or malt beverages be sold/served? Yes\_\_\_ No\_\_\_
  - If yes, who will provide? \_\_\_\_\_
    - An Alcohol/Consumption Permit through the online portal will need to be obtained to have Alcohol at your event. For concerns or questions contact the City Clerk’s office at (307) 638-4301.
    - Has an Alcohol/Consumption Permit been obtained? Yes/Applying\_\_\_ No\_\_\_

**NOTE: Alcohol/Consumption and/or Noise Permits are issued through the online portal at <https://cheyennewy.viewpointcloud.com/> . If needed, a computer kiosk is located at the City Clerk Office (2101 O’Neil Avenue, Room 101). Permits generally require five (5) to seven (7) working days to process. All required permits must be on-site and conspicuously posted to the public during your event. Please allow enough time for permits to be processed.**

**Is there anything else not addressed in the application we should be aware of for your event?**

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**DEPOT PLAZA RENTAL POLICIES & RENTAL RULES**

- ✓ Renters will be required to complete a Depot Plaza Rental Agreement and follow all City Laws and Ordinances. Food, consumption, and noise permits may be required.
- ✓ The sale or marketing of foods/goods will be considered commercial endeavors and will be subject to appropriate City fees, licenses, and permits.
- ✓ Based on application information, police officers may be required. Fees for police officers will be determined by the Cheyenne Police Department.
- ✓ All parties or organizations renting the Depot Plaza will be responsible for their guests being aware of all Depot Plaza Rules.
- ✓ The city will not be responsible for equipment, personal belongings or food items left behind.
- ✓ Malt beverage, wine/champagne consumption permits must be approved by the Community Recreation & Events Department, the Cheyenne Police Department, and the City Risk Manager. Original permit must be available during event.
- ✓ Hard Liquor is NOT permitted on the Depot Plaza.
- ✓ Renters should be aware of other events being held inside the Depot Museum Lobby on any given reservation date. The City of Cheyenne will not be responsible for any decrease in parking availability or outside noise.
- ✓ **Parking lot adjacent to plaza cannot be closed without the permission of the Community Recreation & Events Department and the Cheyenne Depot Museum, Inc. A reservation does not guarantee parking availability.**



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### **CITY OF CHEYENNE DEPOT PLAZA RENTAL AGREEMENT**

- ✓ A City staff member and the renter(s) must go over and sign rental check off sheet before and after event.
  - ✓ The operations building located on the Depot Plaza is for City Staff use ONLY.
  - ✓ If requested, restroom facilities will be unlocked at the beginning of the event and locked at the end of the event (end time).
  - ✓ Tables and chairs must be provided by the renter(s).
  - ✓ There are four (4) 20x40 tents that are placed on the plaza in May and CANNOT be moved. Tents will be taken down at the beginning of September. You may rent other tents to be placed on the plaza with the permission of the Community Recreation & Events Department.
  - ✓ **A layout of your event must be submitted with the Depot Plaza Agreement.**
  - ✓ No food or beverages will be allowed on stage if you are using the City's sound system.
  - ✓ All dispensing of alcoholic beverages must be dispensed from a designated dispensing area only.
  - ✓ Garbage cans will be provided during your event.
  - ✓ No tape (duct tape, scotch tape, electrical tape, masking tape, etc.) is allowed on the ground, tents, building, etc. Washable chalk can be used for marking on the ground if needed.
  - ✓ A minimum charge of \$150.00 will be administered if tape, glitter, confetti, or silly string is used.
  - ✓ Inflatables are not allowed on the plaza.
  - ✓ Loading and unloading is to be done before your event starts and after the event has ended. Driving vehicles on the plaza is not allowed during your event for the safety of the public.
  - ✓ Banners must be approved by the Community Recreation & Events Department. Up to two (2) banners can be hung from the Depot Plaza arches by the City of Cheyenne staff. Dimensions should be 3'x10' with grommets and should have air pockets for best results. Any other banners can be hung throughout the plaza but cannot be hung off the tents.
  - ✓ All vendors must obtain proper licenses and permits to be displayed.
  - ✓ Animals of any kind are NOT allowed on the plaza unless they are deemed appropriate under ADA regulations.
  - ✓ Any proposed street closures will need to be approved by the Community Recreation & Events Department, Public Works Department, and the Cheyenne Police Department.
- NOTE: There may be an extra charge for the rental of road closure equipment.**



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**DEPOT PLAZA CLEANING PROCEDURES**

- ✓ All of renter(s) belongings, including rental items, must be removed from the plaza by the conclusion of the event.
- ✓ Trash cans will be provided but the renter(s) are responsible for placing trash cans on the plaza as well as removing them and putting them back at the end of the event.
- ✓ Restroom facilities will be cleaned and locked by City staff.
- ✓ Boxes, flyers, cups, and any trash should be picked up and disposed of before leaving.
- ✓ All areas of the plaza must be cleared within 1 hour of event end time including vendors, equipment, and vehicles.
- ✓ A minimum charge of \$250.00 will be administered if the plaza is left unclean.

**DEPOT PLAZA FEE POLICIES**

- ✓ Cleaning/Damage deposit and the rental fee must be submitted no later than 30 days prior to the event.
  - NOTE: Failure to pay rental by this deadline will result in forfeiture of reservation.  
 Payment accepted: Cash, Check, Money Order, Certified Check, Credit/Debit Cards.  
 Please make all checks payable to: **City Treasurer.**
- ✓ Rental Fee is non-refundable if the event is cancelled less than thirty days prior to event unless approved by Community Recreation & Events Director.
- ✓ Weather cancellations must be approved by the Community Recreation & Events staff and only on the scheduled day of the event. No early cancellations due to “predicted” weather allowed. If weather cancellation is approved, you will be entitled to a full refund.
- ✓ A written cancellation must be received in our office within 10 days of cancellation.
- ✓ Deposit return will be available the next business day following the rental, providing no damage has occurred and it is left in the condition it was upon your event.

**If any clause, sentence, paragraph, or part of the agreement or application thereof to any person or circumstance, shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not effect, impair or invalidate the remainder of this agreement. After reading above Depot Plaza Agreement, Rules, Policies, Cleaning Procedures, and Fee Policies, I understand and agree to follow the contract/agreement for renting the Cheyenne Depot Plaza.**

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_