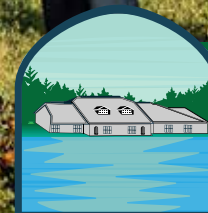


CITY OF CHEYENNE

HIGH PLAINS ARBORETUM

CEREMONIAL EVENTS



City of Cheyenne

**Programs &
Facilities**
— Division —

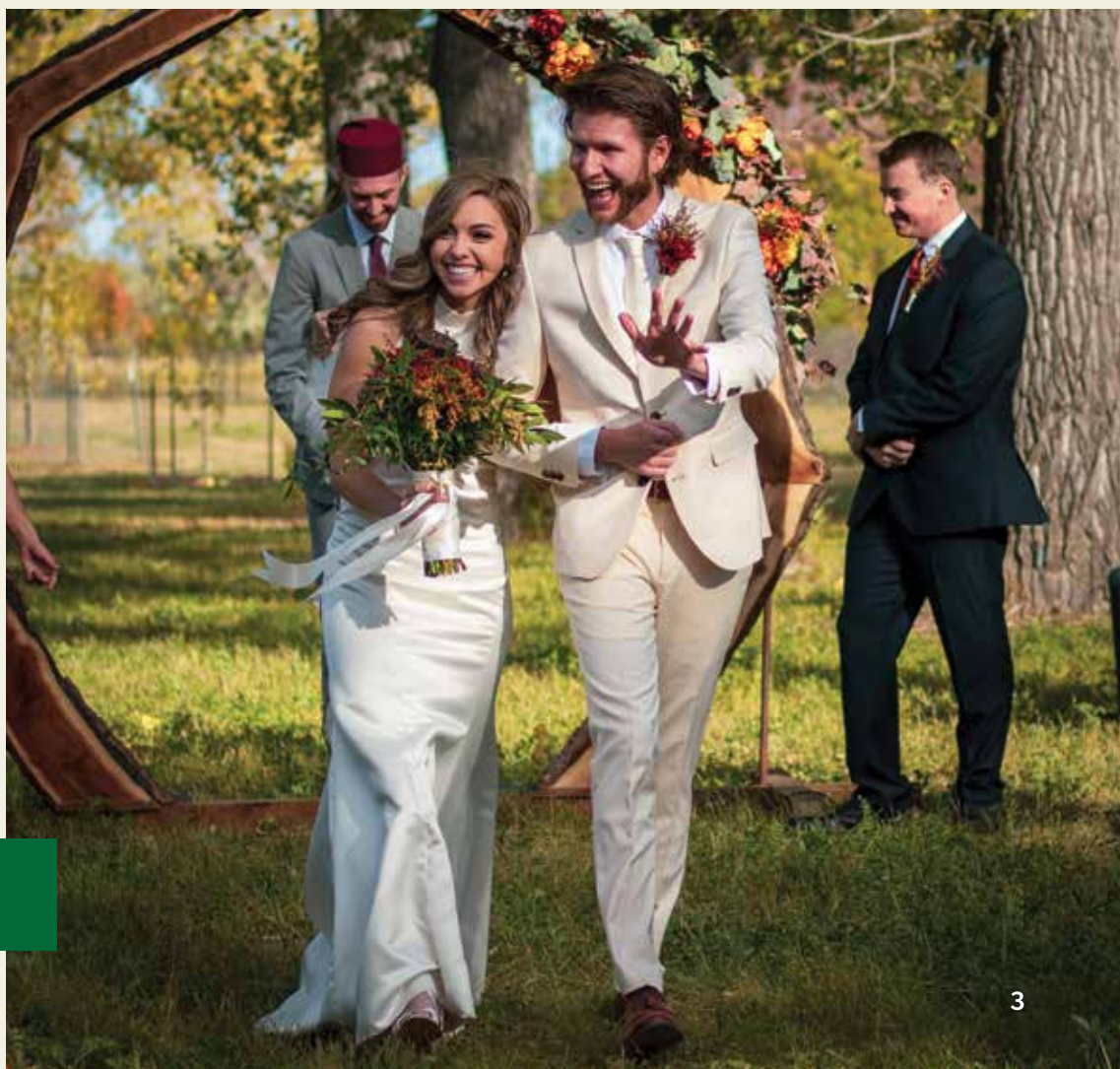


Historically Significant to Cheyenne

Established as the High Plains Research Station in 1929, the arboretum was the proving grounds for trees and shrubs from around the world.

Plant explorers brought plants to the arboretum for testing and the Civil Conservation Corps assisted with planting and maintenance. With the mission to provide trees and shrubs hardy to the high plains to settlers and homesteaders of the area, the arboretum proved critical to improving the lives of our early residents. Today, many of the trees and shrubs in the arboretum are approaching 100 years and are a living tribute to the efforts of the plant explorers and the Civil Conservation Corps. This site is fragile and dependent on visitors to respect the arboretum and all the plants within. Please help us to maintain this living legacy by leaving the site as it was when you arrived.

In order to reserve the High Plains Arboretum for a ceremony, renters need to fill out an application at the Programs & Facilities Division, 4603 Lions Park Drive, Cheyenne, WY 82001. Reservations will be accepted for the calendar year, June through September, beginning the first working day of January. Reservations may be made in-person only. Office hours are 7:30 a.m. – 4:30 p.m., Monday - Friday.



PREPARE FOR YOUR EVENT AND RESERVE
THE HIGH PLAINS ARBORETUM TODAY!

Rental Spaces

There are only two areas where events can be held at the High Plains Arboretum, Willow Tree and the Open Space. Rentals are intended for small ceremonies only. Ceremonial events like memorials, wedding ceremonies, and awards ceremonies are examples of types of events held here.



Open Space

Attendance not to exceed 200 people



Willow Tree

Attendance not to exceed 50 people



 NOTE: ONLY 50 VEHICLES ARE ALLOWED, PLEASE MAKE PROPER ARRANGEMENTS FOR CARPOOLING.

Rental Fees

Rental fees are based on a daily fee of \$200. The allowed time to be at the High Plains Arboretum is from Sunrise to Sunset; but reservation cannot exceed three hours unless approved by the Forestry Manager. Full rental fee is due at time of reservation. If you wish to have a permitted area for your ceremony to be mowed, an extra \$60 will be charged.

At a glance:

- Rental Rate: \$200
- Mowing of Site: \$60
- Damage/Cleaning Deposit Fee (Refundable): \$250
- Gate Key Deposit (Cash Only) Fee: \$50



General Information/Rules

- Tables and chairs must be provided by the renter.
- No selling of goods or concessions will be allowed.
- Renter may enter the High Plains Arboretum at Sunrise. Renter is to leave the High Plains Arboretum in a clean manner (trash must be taken with Renter) no later than Sunset.
- The City will not be responsible for any belongings left at the High Plains Arboretum or near the area.
- There is not a guarantee of parking. Parking will have to take place on side of road at the High Plains Arboretum. Only 50 vehicles allowed.
- All or part of the deposit will be kept if the above policies are not followed by renter or renter's guests.
- Porta potties will need to be provided by the renter. Map attached will show where porta potties can be placed.
- No Pets.
- Alcohol is prohibited.
- Trash must be hauled off by Renter.
- No confetti, balloons, glitter, or rice.

Cancellation Policy

A cancellation of a reservation caused by medical, funeral or deployment will result in an 85% refund. *Must show proof of reason for cancellation with written notice of cancellation. Written notice of cancellation must be received no later than 10 days after notice of cancellation. There will be No Refund if cancellation of High Plains Arboretum reservation is caused by weather and renter is unable to reschedule within 90 days. If unable to reschedule a cancellation, the following timetable will be utilized to determine refund amount:

- More than 91 days out - 85% refunded
- 90 - 61 days out - 60% refunded
- 60 - 31 days out - 40 % refunded
- Less than 30 days out - No Refund

Damage/Cleaning Deposits

A Damage/Cleaning Deposit (\$250) must be paid at least five (5) business days prior to rental. Your damage deposit can be picked up the following business day, following the rental, providing no damage has occurred at the High Plains Arboretum and it is left in the condition it was upon entrance. It is the responsibility of the renter to pick up the key to gate entry (\$50 cash only refundable deposit).



Directions from I-80

- exit at "Round Top Road," head north (right).
- cross Happy Jack Highway and continue on "Round Top Road."
- after you cross the railroad tracks, you will see a large sign that says "USDA/ARS High Plains Grasslands Research Station." continue on the road until you see an entryway made of flagstone with another sign for the "Grasslands Station."
- continue (left) through this flagstone entryway (you are now on "Hildreth Road").
- at the first fork you will see a sign that points left to the "High Plains Arboretum." take the left fork.
- park along this road immediately after the fork. do not block the road. The Arboretum is only south of this road.

Legal Information

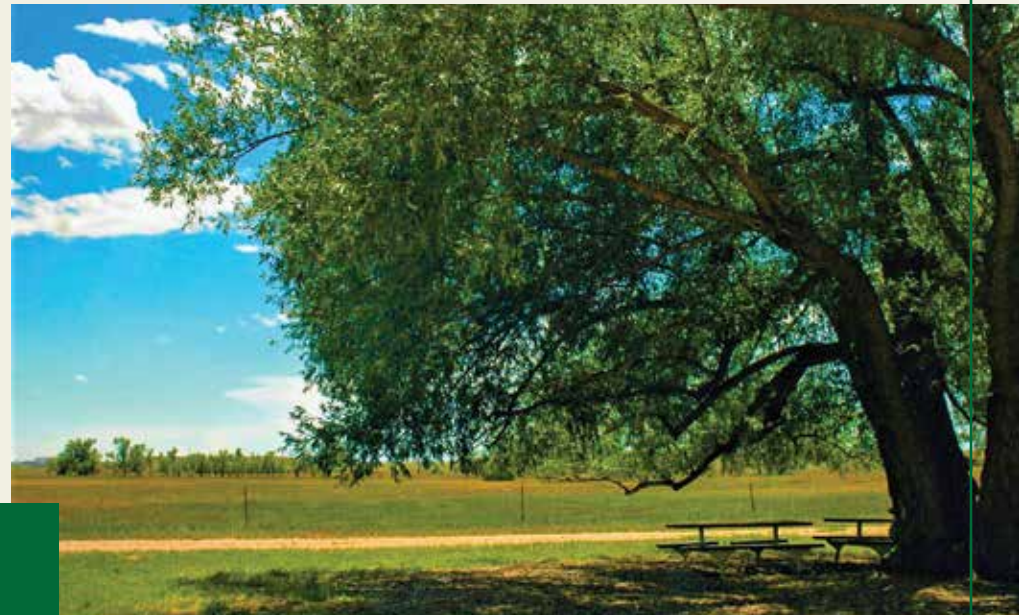
Liability of Applicant – Indemnification

The person or persons to whom an application is issued shall be liable for any loss, damage, or injury sustained by any person whatsoever by reason of the use of the High Plains Arboretum by the person or persons to whom the reservation has been issued. Further, applicants agree to defend, indemnify, hold harmless and make whole the City of Cheyenne for any loss, damage, claims, injuries or other causes of action related to or caused by applicant's use of the premises.

Standards for Issuance

The Programs & Facilities Manager or authorized representative will review applications based upon the following criteria:

- The ceremony or use will not unreasonably interfere with the general public's enjoyment of the High Plains Arboretum.
- The ceremony does not conflict with other scheduled uses at the High Plains Arboretum.
- The ceremony will not interfere with the promotion of public health, safety and recreation.
- The ceremony is not reasonably anticipated to incite violence, crime, or disorderly conduct.
- The ceremony will not entail extraordinary or burdensome expense or law official presence.
- The High Plains Arboretum or adjacent areas have not been reserved for other uses on the day and hours required in the application that may conflict with activities.



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4603 Lions Park Drive
Cheyenne, WY 82001
M – F; 7:30 am – 4:30 pm
(307) 637-6423



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www.CheyenneCity.org