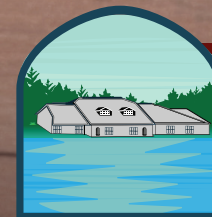


CITY OF CHEYENNE

CHEYENNE DEPOT PLAZA

SPECIAL EVENTS



City of Cheyenne
**Programs &
Facilities**
— Division —



Heart of the community... Depot Plaza

Fewer places in our city are treasured more than our Depot Plaza. Located right next to our historic train depot downtown, the Depot Plaza is the heart of our community and home to concerts, cultural events, festivals, markets, parades, marathons and everything in between. The Community Recreation & Events Department welcomes your interest in the rental/use of the City of Cheyenne Depot Plaza.

The Cheyenne Depot Plaza is available for rent up to one year in advance. You will need to completely and accurately fill out the Cheyenne Depot Plaza rental form at the Programs & Facilities Division, 4603 Lions Park Drive, Cheyenne, WY 82001. Office hours are 7:30 a.m. – 4:30 p.m., Monday - Friday. 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.



PREPARE FOR YOUR EVENT AND RESERVE
THE CHEYENNE DEPOT PLAZA TODAY!



Rental Fees

\$50.00/Hour
\$600.00/Day

Non-Profit Rate (requires 501c3 documentation)

\$25.00/Hour
\$300.00/Day

Cleaning/Damage Deposit

\$250.00

Note: Rental agreement and half 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 the event.

Additional Services (additional fees required)

- Mobile Event Stage
- City Sound Crew to provide/run sound system for your event

Additional Information

If you're planning on serving food at your event, you will need to contact City/County Environmental Health.

If alcoholic or malt beverages will be sold/served at your event, an Alcohol/Consumption Permit through the on-line portal will need to be obtained. Permits can be obtained through the on-line portal at <https://cheyennewy.viewpointcloud.com/>.





Rental Policies

- 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.
- 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 the event.
- Hard Liquor is NOT permitted on the Depot Plaza.
- 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).
- 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.
- 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.



NOTE: A COMPLETE LIST OF ALL RENTAL POLICES CAN BE FOUND ON THE RENTAL AGREEMENT.

Mobile Stage Rental

Classification	Rental fees per day	Deposit
Category I - Non-Profit Organizations (Proof of 501c3 status required)	\$1,000.00	\$500.00
with additional stage platforms	\$1,300.00	\$650.00
Category II - For Profit Organizations	\$1,300.00	\$650.00
with additional stage platforms	\$1,600.00	\$800.00
Audio and lighting package with technician	\$1,000.00	\$500.00

- The CRE Director or designee may request the use of an approved security officer(s). The cost of the security officer(s) will be the responsibility of the Renter.
- Rental fees may be adjusted to reflect special staffing or equipment needs presented by the nature of the proposed event and/or location. Any special staffing or equipment fees shall be paid by the Renter on or before the proposed event date.
- If the Renter needs to cancel the reservation of the Stage, the Renter shall receive the total deposit back less ten percent (10%) or the option to reschedule on an agreed upon date within one (1) year of the original rental date. If the cancellation occurs within twenty-four (24) hours of the date in Section 3, the Renter shall forfeit the fifty percent (50%) deposit. If the guidelines of this section are not followed, CRE may cancel the reservation.



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Stage Rental Requirements

- The Stage will be made available for rent by community, business, or private organizations for ceremonies, concerts, gatherings, performances, or special events.
- The rental of the Stage is for a single day only. Multi-day rentals will be negotiable on a case-by-case basis as may be determined appropriate and in the sole discretion of the CRE Director or designee.
- The CRE Director or designee reserves the right to refuse any rental application that is not in the best interest of CRE, and the City of Cheyenne as determined in its sole discretion.
- All Renters must have an approved reservation form to rent the Stage. All reservations will be processed through CRE and will be based on availability of the Stage, transport staff, and supervisory staff.
- The Stage is only available for use within Laramie County, Wyoming. All Stage set up and locations must be approved, in advance, by the CRE Director or designee.
- Renters utilizing any of the City of Cheyenne parks as the location for their proposed event must also complete a "Special Events" form and submit it with the Stage application.
- The Stage will be transported, leveled, and prepared for use by CRE staff only and will not be moved once it is in place.
- The Renter is obligated to ensure a power source is available for the Stage, if needed.
- A CRE supervisor will remain on site during the event while the Stage is in operation. The fee for the CRE supervisor will be determined by event and staffing availability. The CRE supervisor fee will be on the application.



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City of Cheyenne
**Programs &
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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.CheyenneClty.org