

# SHELTERS & AMPHITHEATER

RENTALS & EVENTS

## CITY OF CHEYENNE OUTDOOR EVENTS & RENTAL GUIDE

### HIGH PLAINS ARBORETUM

CEREMONIAL EVENTS



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

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# Picnic Shelters Throughout the City

**The Programs & Facilities Division accepts reservations for eleven different picnic shelters.**

However, there are several first-come, first-served shelters throughout our park system. Shelter reservations ensure exclusive use to a covered picnic area. Picnic shelters are a great outdoor option to host a variety of events. The Programs & Facilities Division accepts reservations on the first working day in January for May 1st through September 30th of the current year. Reservations are required to be made in person at the Programs & Facilities Division office located at 4603 Lions Park Drive, Cheyenne, WY 82001.



**PREPARE FOR YOUR EVENT AND RESERVE A SHELTER OR THE AMPHITHEATER TODAY!**

# The Shelters

The City of Cheyenne, Programs and Facilities Division, provides several picnic shelters throughout the city for the public to rent and use for their special events. The shelters are located in city parks and offer amenities like: basketball, tennis and volleyball courts, horseshoe pits, playgrounds, BBQ grills and picnic tables. Please check the chart on page 6 of this guide to see which amenities are offered at each location. Rental fees for all of the shelters range from \$25.00 to \$45.00 per hour with a two hour minimum.



## Holliday Gazebo

The Holliday Gazebo is located right next to Lake Minnehaha in Holliday Park.



## Mylar Park Picnic Shelter

The Mylar Park Picnic Shelter is located along Seminoe Road and is adjacent to Smalley Park.



## Pointe Park Picnic Shelter

The Pointe Park Picnic Shelter is located along Gardenia Drive near the basketball courts.



## S.C.C.P. Picnic Shelter

The S.C.C.P. (South Cheyenne Community Park) Picnic Shelter is located near 1317 Parsley Boulevard by the Youth Activity & Community Center.



## Sun Valley Park Picnic Shelter

The Sun Valley Park Picnic Shelter is located on the east side of town along 12th Street, near Centennial Street.



### **Holliday Park Train Picnic Shelter**

The Holliday Park Picnic Shelter is located in the southeast area of the park, near the Big Boy Train.



### **Holliday Park Warren Rest House**

The Holliday Park Warren Rest Shelter is located on the north side of the park, at the corner of Alexander Ave. and E. 19th St.



### **Holliday Park West Picnic Shelter**

The Holliday Park West Picnic Shelter is located west of the basketball courts.



### **Lions Park Gazebo Picnic Shelter**

The Lions Park Gazebo is located in north Lions Park and is adjacent to the Putt Hutt Miniature Golf.



### **Lions Park North Picnic Shelter**

The Lions Park North Picnic Shelter is located in north Lions Park and is adjacent to the Aquatic Center.



### **South Lions Park Picnic Shelter**

The South Lions Park Picnic Shelter is located in south Lions Park and is adjacent to the beach and the Children's Village. Note, this shelter is \$45.00 an hour.

# Shelters At a Glance

Amenities vary by shelter (see below); however, rental fees for all shelters are \$25.00 to \$45.00 per hour with a two hour minimum. We accept cash, checks, or credit/debit cards. Please make checks payable to: City Treasurer. Service fee does apply if paid with a credit/debit card.

SHELTER	Amenity	Basketball Courts	Volleyball Courts	Tennis Courts	Horseshoe Pits	Playgrounds	Electricity	BBQ Grills	Picnic Tables	Restrooms	Water Access
	Holliday [Train]	✓	✓	✓	✓	✓	✓	2	8	Attached	✓
	Holliday West	✓	✓	✓	✓	✓	✓	1	6	Nearby	
	Holliday Warren							2	4	Nearby	
	Holliday Gazebo					✓	✓	0	4	Nearby	
	Lions North		✓		✓	✓	✓	2	10 in/ 2 out	Attached	✓
	Lions South					✓	✓	2	12	Nearby	✓
	Lions Gazebo		✓		✓		✓	1	11	Nearby	
	Mylar		✓		✓	✓	✓	2	8	Nearby	
	Sun Valley	✓	✓		✓	✓	✓	1	4	Nearby	
	Pointe	✓			✓	✓		1	4	Nearby	
	S.C.C.P.					✓	✓	2	6	Nearby	



# William N. Brimmer Amphitheater

**4639 Lions Park Drive  
Cheyenne, WY 82001**

*Located North of the Kiwanis  
Community House in Lions Park*

## Amenities

- ADA Accessible ramp (rear of stage)
- Loading Dock Height 3' (side of stage)
- (2) 8'x18' Enclosed storage areas with power
- 1,710 sq. ft covered concrete stage area
- (15) 4 Ft fluorescent Stage lighting
- (6) On stage 110 V AC outlets
- (1) 125 AMPS Service panel
- Electric System 208y/120 3Ph 4 W 800 Amps max with surge suppression
- (1) 200 Amp 600 V AC CAM – LOK Electric connect box
- (1) 400 Amp 600 V AC CAM – LOK Electric connect box
- 120,000 sq. ft Grassy seating area
- Public Restrooms nearby



# Pricing Information

AMPHITHEATRE		
Mar. 1 - Nov. 15		
	Non-Profit	Private
1 hr	\$40.00	\$50.00
1.5 hr	\$60.00	\$75.00
2 hr	\$80.00	\$100.00
2.5 hr	\$100.00	\$125.00
3 hr	\$120.00	\$150.00
3.5 hr	\$140.00	\$175.00
4 hr	\$160.00	\$200.00
4.5 hr	\$180.00	\$225.00
5 hr	\$200.00	\$250.00
5.5 hr	\$220.00	\$275.00
6 hr	\$240.00	\$300.00
6.5 hr	\$260.00	\$325.00
7 hr	\$280.00	\$350.00
7.5 hr	\$300.00	\$375.00
8 hr	\$320.00	\$400.00
8.5 hr	\$340.00	\$425.00
9 hr	\$360.00	\$450.00
9.5 hr	\$380.00	\$475.00
10 hr	\$400.00	\$500.00
10.5 hr	\$420.00	\$525.00
11 hr	\$440.00	\$550.00
11.5 hr	\$460.00	\$575.00
12 hr	\$500.00	\$600.00
12.5 hr	\$500.00	\$600.00
13 hr	\$500.00	\$600.00
13.5 hr	\$500.00	\$600.00
14 hr	\$500.00	\$600.00
14.5 hr	\$500.00	\$600.00

SHELTERS	
May 1 - Sept. 30	
\$25.00 per hour 2 hr. minimum	
2 hr	\$50.00
2.5 hr	\$62.50
3 hr	\$75.00
3.5 hr	\$87.50
4 hr	\$100.00
4.5 hr	\$112.50
5 hr	\$125.00
5.5 hr	\$137.50
6 hr	\$150.00
6.5 hr	\$162.50
7 hr	\$175.00
7.5 hr	\$187.50
8 hr	\$200.00
8.5 hr	\$200.00
9 hr	\$200.00
9.5 hr	\$200.00
10 hr	\$200.00
11 hr	\$200.00
12 hr	\$200.00
13 hr	\$200.00
14 hr	\$200.00
15 hr	\$200.00
16 hr	\$200.00

LION'S SOUTH	
May 1 - Sept. 30	
\$45.00 per hour 2 hr. minimum	
2 hr	\$90.00
2.5 hr	\$112.50
3 hr	\$135.00
3.5 hr	\$157.50
4 hr	\$180.00
4.5 hr	\$202.50
5 hr	\$225.00
5.5 hr	\$247.50
6 hr	\$270.00
6.5 hr	\$292.50
7 hr	\$315.00
7.5 hr	\$337.50
8 hr	\$360.00
8.5 hr	\$360.00
9 hr	\$360.00
9.5 hr	\$360.00
10 hr	\$360.00
11 hr	\$360.00
12 hr	\$360.00
13 hr	\$360.00
14 hr	\$360.00
15 hr	\$360.00
16 hr	\$360.00

## Key Information:

- Key must be picked up during business hours at the KCH if electricity is needed at the Amphitheater. A \$50 refundable key deposit is required.
- Keys may be required for restroom access depending on the park location. If your rental is at a park that requires a key, we will inform you in advance and provide the necessary instructions.

## Reservations:

\*Amphitheater reservations start one year to the month out.

\*Shelter reservations start the 1st working day in January.

## Refund Policy:

- No refund if reservation is less than 30 days out.
- 24-hour notice is required to change reservation date.
- If moving a reservation, the new date must be within the SAME shelter season (May 1-Sept 30).
- Written notice is required to cancel a reservation.

## At a glance:

- Reservations must be made in person.
- Full payment is due upon reservation.
- NO tentative holds.
- Alcohol can be served w/ proper permits.
- Inflatables are permitted with prior approval from the Parks Manager following the submission of a Special Event Form. Insurance may be required depending on the size and scope of the event.
- 1-hour is needed between rentals.



# FAQs & Policies

## Can malt beverages be served at picnic areas?

Yes, malt beverages can be served at a reserved picnic shelter with the proper permits issued by the City Clerk Division. Permits can be obtained through the online portal at <https://cheyennewy.viewpointcloud.com/>.

## What happens if someone is at the shelter I have reserved?

We encourage renters to bring a copy of the rental agreement and the receipt that you received when the reservation was made. We also post a weekly calendar update that lists all events for the week at that shelter. If someone will not leave after showing the rental agreement, please call the "on-call" Park's staff member at (307) 630-0224. However, if you feel it is warranted, you may also contact the non-emergency police line at (307) 637-6500.

## What is the policy for cancellations?

A cancellation of a shelter reservation caused by medical, funeral, or deployment will result in an 85% refund. There will be no refund if a cancellation of a reservation is caused by weather and the renter is unable to reschedule within the shelter season (May 1 - September 30).

## Is set-up and clean-up the renter's responsibility?

Yes, all set-up and clean-up is the renter's responsibility and must be included in the rental time. Please note, trash and restrooms will be taken care of by Parks Staff.

## What times can the Shelters be reserved?

Park hours are 5am to midnight. Shelters can be rented from 8am until 11:30pm any day.

## Are inflatables allowed at picnic areas?

Yes, inflatables are permitted with prior approval from the Parks Manager following the submission of a Special Event Form. Insurance may be required depending on the size and scope of the event. The renter is also responsible for contacting the Irrigation Manager at least one week prior to rental date for any item that is to be staked into the ground. He can be reached Monday - Thursday, 7:00 a.m. - 3:00 p.m. at (307) 996-7254.

## Is there water access available at the shelters?

Yes, water access is available at certain shelters in our parks with a \$20 cash deposit that is refundable upon the return of the key. The following shelters have water access: Holliday Park Shelter, Lions Park North Shelter and South Lions Park Shelter. For Lions Park Gazebo Shelter, you do not need a water access key but instead bring a 10-foot hose to run across the street if water is needed.

## Can reservations be made online?

Currently all picnic shelter and Amphitheater reservations must be made in person at the Programs & Facilities Division office located at 4603 Lions Park Drive, Cheyenne, WY 82001. Office hours are 7:30 a.m. – 4:30 p.m., Monday - Friday. For general inquiries and to check availability contact (307) 637-6423.



PREPARE FOR YOUR EVENT AND RESERVE A SHELTER OR THE AMPHITHEATER TODAY!

# High Plains Arboretum



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

# 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 and must also obtain an event permit through the appropriate county office. 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.

For general inquiries contact the Programs & Facilities Office at: (307) 637-6423.



# Rental Spaces

Events at the High Plains Arboretum are limited to two designated areas: the Willow Tree and the Open Space. These spaces are intended for small, ceremonial gatherings only. Examples include memorials, wedding ceremonies, and awards presentations.



## 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 Details

## 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: \$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 on page 12 shows where the porta potties are allowed to 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 seven (7) 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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City of Cheyenne  
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— Division —

4603 Lions Park Drive

Cheyenne, WY 82001

M – F; 7:30 am – 4:30 pm

(307) 637- 6423



[www.CheyenneClty.org](http://www.CheyenneClty.org)

