

LARAMIE COUNTY FAIR
FACILITIES RENTAL APPLICATION
3967 Archer Parkway Cheyenne, WY 82009
(307)633-4670 Fax (307)634-4511
www.laramiecountyfair.com
fairoffice@laramiecountyfair.com

Calendar ___/___/___ Bldg. _____

Each user of LCF Facilities shall complete the following application. Please note that, upon acceptance of this application by LCF, you will be required to sign a legally binding contract. The contract requires you to accept certain obligations and affects your legal rights. The contract should be reviewed carefully prior to signing.

Emergency Call List:

1 st Call – Larry Milbourn	Maintenance & Grounds Manager	Office (307) 633-4673	Cell (307)421-0321
2 nd Call – Jeff Ketcham	Laramie County Fair Manager	Office (307) 633-4671	Cell (307)630-5345
3 rd Call – Nicholle Watkins	Administrative Assistant	Office (307) 633-4670	Cell (307)630-3304

Part I- TO BE COMPLETED BY APPLICANT (PLEASE PRINT)

Applicant: _____

Type of Event: _____

- Private**-no admission fee and not open to the general public (ex: weddings, family reunions, etc.)
- Commercial**-lessee charges vendors and/or charges admission fee and open to the general public for sales
- 501(C)(3)**-must submit proof with application & contract to be considered
- Clubs & Organizations**- use for meetings for member-serving or community-serving organizations not formed as a 501(C)(3)
- Fundraisers**-lessee not formed as a 501(C)(3), charges vendors and/or charges admission fee and open to general public for sales to raise funds **Recipient(s) of fundraiser (required)** _____
- Other** - i.e. 4-H, FFA

Name of Event: _____

Date(s) of Event: _____

Hours of Event: _____

Applicant/Primary Contact: _____ (Phone) _____

Secondary Contact: _____ (Phone) _____

Applicant's Mailing Address: _____

Applicant's E-mail Address: _____

First date of access to Fairgrounds: _____ Last date of access to Fairgrounds: _____

FACILITIES INFORMATION

Applicants are responsible for any vendors or deliveries that have been arranged for event. Applicant must be available to grant access for all deliveries. Laramie County Fair will not be responsible for accepting any deliveries or meeting any vendors (beer, food caterers, flower delivery personnel, etc.) Applicant will be responsible for all trash removal (indicate "Dumpsters" on the application, if you will require extra), until such time the trash is removed from Laramie County Fairgrounds. This includes, but not limited to, picking up blowing trash, overflowing dumpsters, etc. Final acceptance of the property will be at the discretion of the Laramie County Fair Grounds Manager and/or Representative. Applicant is responsible for plans and procedures to handle natural and manmade emergencies, traffic control and security during event. Applicant responsible for all permits and/or licensing required for event. All buildings and grounds must be vacated by 12:00 AM (Midnight).

Proof of insurance **required** for all rentals deemed high risk (ie. Rodeo, ropings, animal events, etc)

PART II- FACILITIES REQUESTED: (Check all applicable)

- M Building (125' x 60' capacity 299)** Includes choice of rectangle and/or round tables and 299 white plastic chairs (Make selections below)
 - Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$300.00 per day
 - Commercial.....\$450.00 per day
- K Building (120'x 40' capacity 299)** Includes choice of rectangle and/or round tables and 299 white plastic chairs (Make selections below)
 - Private/501 (C)(3)/Clubs & Organizations/Fundraiser.....\$300.00 per day
 - Commercial.....\$450.00 per day
- Kitchen** Pre & Post Rental Usage/Cleaning Inspection & \$200.00 refundable damage/cleaning deposit required (Commercial range, walk-in refrigerator/freezer, triple sink, hand washing sink, dishwasher, ice machine, steam table, service window)
 - **With Building Rental**
Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$150.00 per day
Commercial.....\$200.00 per day
 - **With Out Building Rental**
Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$200.00 per day
Commercial.....\$250.00 per day
- Community Center (capacity 93)** Includes 16 6FT rectangle tables and 93 white plastic chairs (Not handicap accessible to restrooms)
 - Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$125.00 per day
- Community Center Rest Rooms** Men and Women
- Concessions Kitchen** Standard size stove, triple sink, hand washing sink, service window
 - Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$100.00 per day
- Gazebo Park**
- Leadership Park Meadow** Applicant responsible for renting porta-potties if not renting building. Metal chairs available
 - **With Building Rental**.....N/C
 - **With Out Building Rental**-Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$125.00 per day
- Lots/Parking Areas A, B, C, D** No restroom access-Applicant responsible for renting porta-potties & dumpsters if needed
 - With Building Rental.....N/C
 - Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$250.00 per day
 - Commercial.....\$450.00 per day
- Arenas (only)** No restroom access-Applicant responsible for renting porta-potties, watering arenas, tractor/arena drag, eyes, timers & dumpsters if needed
 - Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$450.00 per day per arena
- Arena-Pens** # of pens requesting _____ \$25.00 per pen per day for all livestock (No charge w/arena rental)
- ABC Building** Announcer, Bathroom, Concession Stand building between the Arenas
- Concession Stand Only** (Must get health permit).....\$75.00 per day
 - Deposit.....\$100.00
- Arena + Announcer Stand West**.....\$500.00 per day
- Arena + Announcer Stand East**.....\$500.00 per day
- Arena + Entire ABC Building**.....\$550.00 per day
(Includes Hospitality Room, Announcer East & West Stand, and Office)
- Arena-Sound System** (\$250.00 refundable microphone deposit required)
- Stalls** # of stalls requesting _____ 12'X12' each \$15.00 per head per day
- Camping** Please contact Office for further reservation information (Water/Electric, Electric Only, and Dry Camping Available)
- PA System** \$250.00 additional refundable damage deposit for use of wireless microphone(s). Audio cord to plug into jack is not provided.
- Podium**
- Stage** \$25.00 non-refundable usage fee required (9 pieces available-each piece is 4' x 8') Note: **MUST** be assembled by staff
- Projector Screen** (projector and/or laptop not provided)
- Additional Dumpsters**- This **MUST** be coordinated directly with WDS at least 2 weeks prior to your event by you personally.
- Other:** _____

The set-up/take-down fees in **red** do not apply if you set-up/take-down chairs and tables yourself. Schematic required 2 weeks in advance if you wish the LCF staff to set-up chairs & tables for your event.

TABLES-(LCF Staff Set-up fee \$2.00 per table) (LCF Staff Take-down fee \$2.00 per table)

NOTE: Tables are for M and/or K rentals and indoor use only.

- Tables (8 ft rectangle-10-12 people) 147 ea** Number _____ **LCF Staff Set-up:** YES No **Take-down:** YES No
- Tables (6 ft rectangle-8-10 people) 50 ea.** Number _____ **LCF Staff Set-up:** YES No **Take-down:** YES No
- Tables (6 ft round-8-9 people) 32 ea.** Number _____ **LCF Staff Set-up:** YES No **Take-down:** YES No
- Tables (5 ft round- 6-7 people) 9 ea.** Number _____ **LCF Staff Set-up:** YES No **Take-down:** YES No

CHAIRS-(LCF Staff Set-up fee \$0.50 per chair) (LCF Staff Take-down fee \$0.50 per chair)

NOTE: White Chairs are for M and/or K rentals and indoor use only.

- Chairs (white plastic) 613 ea.** Number _____ **LCF Staff Set-up:** YES No **Take-down:** YES No
- NOTE: Metal Chairs are for outdoor use.
- Chairs (metal) 200 ea.** Number _____ **LCF Staff Set-up:** YES No **Take-down:** YES No

