

# GOSHEN COUNTY RENDEZVOUS CENTER EVENT RENTAL CONTRACT

4740 US HWY 26-85 \* TORRINGTON, WY \* 82240 \* 307-532-2525  
[slofink@goshencounty.org](mailto:slofink@goshencounty.org) \* TEXT ONLY 307-575-2943

## TO RESERVE RENDEZVOUS CENTER:

1. Read the Contract thoroughly.
2. Contact the office to confirm requested Event date \* (See contact info above).
3. **Upon approval** of event date; return the completed contract with deposit paid in full.

This can be done multiple ways:

Option 1: Email signed and completed contract pages 2- 4.

Make arrangements to pay with credit card by phone or invoice.

Option 2: Mail signed and completed contract pages 2- 4 with check for deposit to the above listed address.

Option 3: Office can generate and email invoice and payment can be made via PayPal.

Event date is officially reserved ONLY after the completion of the above.

## THE RENDEZVOUS CENTER

\* **Brand Room** is 25' X 50' and can handle a variety of activities during your event. Great for gifts, registration, changing room, coats, day care, storage, vendor area, & cashier area just to name a few.

\* **THE BUFFALO ROOM** is 85'x 125'

90 - rectangular tables- 30" wide by 8' long \* off white in color

60 - 60" round tables \* off white in color \* 4 -72" round tables \* 585 black chairs

4 - 8' by 20' room dividers \* grey in color\* light weight & easy to use

\***COMERCIAL KITCHEN** is equipped with:

4 gas ovens with 4 commercial size burners

6 alto sham holding ovens

Commercial dishwasher

Walk in cooler

Ample stainless-steel counter and work space & sinks

6' grill top

2 electric ovens; each with 4 electric burners,

Commercial mixer

Large side by side freezer

\***PLATTE RIVER TAVERN** is adjacent to the Buffalo room and contains a commercial ice machine, a fountain soda bar and counter space with two sinks. Ice is available.

Please call Torrington Beverage at 307-532-5828 to make arrangements for the soda machine.

2 steam tables; DO NOT plug into the same outlet

Liners are not provided.

Disposable foil liners work and are easier for you.

Double them for superior strength.

600 basic place settings are bisque in color

Salt & pepper shakers, creamers, sugar shakers

Water pitchers and coffee carafes

2-50 cup coffee pots

3-100 cup coffee pots



**Dish soap, hand towels, cooking supplies & serving utensils are NOT provided**

**APPLICANT INFORMATION:**

Organization: \_\_\_\_\_

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

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**EVENT INFORMATION:**

EVENT NAME: \_\_\_\_\_

EVENT DATE: Day 1 \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_

EVENT DATE: Day 2 \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_

EVENT DATE: Day 3 \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

Set up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ am / pm

ADMISSION FEES Adult \_\_\_\_ Sr. \_\_\_\_ Student \_\_\_\_ Child \_\_\_\_

Printed Name of Ambulance: \_\_\_\_\_

Printed Name of Caterer: \_\_\_\_\_

FOOD PERMITS CALL RAMONA MOODY 307-837-2746

Printed Name of Liquor Vendor: \_\_\_\_\_

Printed Name of Security: \_\_\_\_\_

**DEPOSIT AND CANCELLATION PROVISIONS:**

- DEPOSIT IS DUE IN FULL WITH COMPLETE RENTAL AGREEMENT.
- EVENT DEPOSIT: MINIMUM \$1000

**TOTAL DEPOSIT FEE:** \_\_\_\_\_

- Cancellations made more than 90 days prior to Event Date - Deposit refundable.
- Cancellations made less than 90 days prior to Event Date - Deposit nonrefundable.
- Cancellation of Event Date by Goshen County Fair Board - Deposit may be refundable.
- Breach of contract - Deposit nonrefundable.

**EVENT RATES:**

_____	\$500	CULTURAL EVENT Any concert/show relative to The Arts Admission Free and open to the general public
_____	\$800	COMMUNITY EVENT UNDER 150 PEOPLE
_____	\$1000	COMMUNITY EVENT 150 - 300 PEOPLE
_____	\$1200	COMMUNITY EVENT 300 - 450 PEOPLE
_____	\$1500	COMMUNITY EVENT 450 + PEOPLE
_____	\$500	FUNERAL/MEMORIAL
_____	\$1500	RECEPTION/PRIVATE PARTY UNDER 400 PEOPLE
_____	\$2000	RECEPTION/PRIVATE PARTY OVER 400 PEOPLE
_____	\$200/DAY	ADDITIONAL SET UP DAY
_____		<b>HOLIDAY RATES ARE DOUBLE</b>
_____	<b>TOTAL DUE</b>	<b>Total amount due must be paid in full 30 days prior to Event date</b> <b>(Unless other arrangements have been made.)</b>

**LIQUIDATED DAMAGES:**

Assessment amounts for damage and specific breach of contract provisions are explained in detail . All liquidated damage amounts are due and payable within ten (10) days of notice of the charges. See Goshen County Fair Board Bylaws for the process of assessing and review by the Goshen County Fair Board.

All items listed (but not limited to) below are considered a violation of the requirements set forth within this contract. Associated fees are based on the actual time/materials/supplies and scheduling inconvenience associated with each specific line item. Violation of any line item defined in this section will be considered a Breach of Contract and will be reviewed by the Goshen County Fair Board.

KITCHEN NOT CLEAN	MINIMUM OF \$200
DAMAGE TO WALL/S	COST OF REPAIRS (Materials plus labor)
DAMAGED DIVIDER/S	COST TO REPLACE DIVIDER/S
DAMAGED TABLE/CHAIRS	COST TO REPAIR/REPLACE ITEM
DOG/S IN THE BUILDING	\$100 PER DOG PLUS ANY/ALL DAMAGES
DOOR PROPPED OPEN	\$100 PER DOOR
DOOR/S LEFT OPEN	\$100 PER DOOR PLUS COST OF UTILITES
LIGHTS LEFT ON	\$100 PLUS COST OF UTILITIES
SMOKING IN BUILDINGS	\$100 PLUS COST OF ANY/ALL DAMAGES
TRASH NOT PICKED UP	\$100
TBD	OTHERS NOT LISTED

**GOSHEN COUNTY FAIR BOARD REVIEW:**

Reviewed by the Goshen County Fair Board on \_\_\_\_\_ (date). \_\_\_\_\_

Approved by the Goshen County Fair Board on \_\_\_\_\_ (date). \_\_\_\_\_

**AGREEMENT TO INDEMNIFY, RELEASE AND HOLD HARMLESS:**

IN CONSIDERATION OF THE RENTAL AND USE OF THE FACILITY AND PREMISES KNOWN AS THE GOSHEN COUNTY FAIR GROUNDS AND PAVILION, THE UNDERSIGNED, EITHER INDIVIDUALLY AND/OR ON BEHALF OF THE BUSINESS, ORGANIZATION, ASSOCIATION, GROUP, OR CLUB WHOSE NAME APPEARS AS APPLICANT ON THIS CONTRACT, AGREES TO INDEMNIFY, RELEASE, AND HOLD HARMLESS GOSHEN COUNTY, GOSHEN COUNTY FAIR BOARD, GOSHEN COUNTY COMMISSIONERS, AND THEIR RESPECTIVE EMPLOYEES, BOARD MEMBERS, AGENTS, SUCCESSORS, AND ASSIGNS OF EACH SUCH GOVERNMENTAL ENTITY FROM ANY AND ALL LIABILITY, LOSS, CLAIMS, INJURIES, DAMAGES, DEMANDS, OR CAUSES OF ACTION, COSTS, AND EXPENSES OF ANY NATURE INCLUDING ATTORNEY FEES AND COURT COSTS INCURRED OR GROWING OUT OF ANY PERSONAL INJURY, DEATH OF PERSON(S), OR THE LOSS OR DESTRUCTION OF PROPERTY, UNLESS CAUSED BY THE SOLE AND DIRECT GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY PERSON OR ENTITY SO INDEMNIFIED. THIS INDEMNIFICATION, RELEASE AND HOLD HARMLESS INCLUDES NEGLIGENCE THAT THE UNDERSIGNED OR THE UNDERSIGNED'S GUESTS, INVITEES, PARTICIPANTS, AGENTS, EMPLOYEES, HEIRS, SUCCESSORS, AND ASSIGNS HAVE, OR MAY HAVE NOW OR HEREAFTER CAUSED OR CONTRIBUTED TO WHICH ARISE FROM THE RENTAL, USE, AND/OR ENJOYMENT OF THE FACILITY AND PREMISES.

**INSURANCE: For Spectator Events Only**

Special Event Insurance is **REQUIRED** for your event. The Insurance must provide and maintain public liability and personal property damage insurance naming the Goshen County Fair Board, its board members, employees, agents as the additional said insured on the policy for this event. Policy shall have a single liability of not less than \$1,000,000 and general aggregate liability of not less than \$2,000,000. Proof of insurance is to be provided at least thirty (30) days prior to the Event date.

**IF AN ORGANIZATION:**

If signing on behalf of an organization, a resolution authorizing entrance into this contract and indemnifying, releasing, and holding harmless as provided herein is attached.

**NO WAIVER OF IMMUNITY:**

The undersigned acknowledges that the Goshen County Fair Board is a governmental entity and has certain immunities from liability under Wyoming Law. The Goshen County Fair Board does **NOT** waive any immunity from liability by entering into this contract.

**SIGNATURES REQUIRED:**

**MY SIGNATURE BELOW VERIFIES THAT I/THE ORGANIZATION WHOSE NAME APPEARS AS THE APPLICANT ON WHOSE BEHALF UNDERSIGNED IS FULLY AUTHORIZED TO ACT, AGREE, UNDERSTAND, AND PROMISE TO ADHERE TO ALL ASPECTS OF THIS CONTRACT AND ALSO AGREE TO ALL THE TERMS LISTED IN THE INDEMNITY AND IMMUNITY OF THE GOSHEN COUNTY FAIR BOARD.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Representative of: \_\_\_\_\_  
Resolution Attached: \_\_\_\_\_

## **SET UP AND CLEAN UP REQUIREMENTS:**

### **Share this information with food/beverage caterers**

- Renter is in charge of their own set up & clean up (including parking lots).
- Renter may hire outside source to set/clean up their portion and pay directly.
- NO nails, screws, large staples, etc. in walls, stage or bulletin boards. Command Products are acceptable.
- Contact person on contract will be given set of keys. Locking and unlocking is renter's responsibility.
- Contact person will be given on call number for Maintenance Emergencies ONLY, not event questions.
- Caterer is in charge of kitchen clean up.
- Wring out wet mops and hang in janitorial closet to dry.
- Alcohol Vendor is in charge of bar clean up.
- Renter wipes down & puts away all tables, chairs, podium, dividers, etc.
- Renter takes all trash to dumpsters.
- In case of inclement weather, please place trash along the building under the awning of the kitchen.
- Renter removes ALL ceiling decorations.
- AT CONCLUSION OF EACH DAY, TURN OFF ALL LIGHTS AND CLOSE ALL DOORS.

## **FAIR GROUNDS CLEANS FLOORING, REST ROOMS & ENTRY WAYS**

### **POLICY, TERMS & CONDITIONS:**

- Disrespectful behavior will NOT be tolerated and violators will be removed.
- Obey and respect all signage.
- No dogs allowed in the building unless dog is participating in the approved event.
- No smoking allowed in the building or in the doorway and entry ways of building.
- Supervise all children as any damages that occur will be at your expense.
- All damages/repairs to premises associated with your event will be the financial responsibility of the renter. Litigation will take place if necessary.
- Additional event specific materials needed for an event will be at the renter's expense. Any of those materials deemed reusable by the Fair Association will be compensated at the discretion of the management.
- Do not prop open doors or gates with obstacles.
- Leave doors closed during your event.
- Pertaining to music and sound system ALL BASS levels must be controlled as to not be heard outdoors.
- Music must end no later than 1:00 am.
- All Food Vendors/Caterers are required to obtain and post necessary permits.
- All Alcohol Vendors are required to obtain necessary permits.
- No beverages may be sold in glass bottles.
- Alcohol vendors must enforce legal drinking age requirements and can refuse service to anyone.
- All events serving/selling alcohol must provide security.
- Close all doors at conclusion of the event and leave closed.

### **POST EVENT:**

- At the completion of your event, return keys to the drop box at office door
- GC Fair Association will assess damages post event
- Refundable deposits will be processed maximum 10 days post event and mailed to the address on contract