



LARAMIE PLAINS CIVIC CENTER

Rental Policy

- 1. Reservation Requests** must be made during business hours, Monday-Friday, 8:00AM to 5:00PM in person or by calling 307-745-8000 and will be handled on a first-come, first-serve basis. All additional requests including number of tables or chairs must be made at time of reservation or at least 48 hours before the rental date by a responsible spokesperson from the Renter (or group) seeking to use the facility. This person **must be 18 years or older**.
- 2. Rental Fee:** Please see the rate sheet for the list of fees applicable. If the total charge is less than \$50, the payment in full is required at the time of signing the rental agreement.
- 3. Security Deposit Fee:** There is a 10% of total estimate security deposit required, due within 7 business days of your reservation request.
- 4. Cancellation Policy:** A full refund of fees or charges will be given if cancellation is made 48 hours in advance of scheduled event and one half of the fee will be refunded if the cancellation is made 24 hours in advance of the scheduled event. If cancellation is not made at least 24 hours in advance, we retain the right to keep the fees.
- 5. Access to the facility:** The door of the rented facility will be open at a reasonable time before the requested period. Otherwise, the key will be provided by LPCC administration in advance, upon request.
- 6. Access to the building:** The building is open Monday through Friday, 7:00am to 9:00pm, Saturday 12pm-4pm. If your event takes place outside our business hours, please make sure that the administration of the event has door codes granted by LPCC. If the exterior doors are supposed to be locked during your event, please do not prop the doors. Failure to follow this request will make the administration of the event liable for any damage done to LPCC or its tenants. It is permissible for the administrators or delegates to open the doors in person to the attendees of the event. All events have to end by 12am the next day (midnight).

Event regulations

- 1. Smoking** is not allowed in any portion of the Laramie Plains Civic Center at any time.
- 2. Alcohol** use is permitted for those who wish to obtain a permit from the City of Laramie. Other permits might be applicable per City of Laramie and are the responsibility of the renter.

www.lpccwy.org | +1.307.745.8000

Laramie Plains Civic Center | 710 East Garfield Street | Laramie, WY | 82070

3. **Set up and take down:** Anyone using the rooms will be responsible for the set up and take down of their event during their scheduled rental time. If LPCC staff sets it up, applicable fees will be added.

Cleaning: Return everything to its proper place (tables, chairs, etc.), if applicable.

- a. Balloons must be removed completely from the rooms as well as outside the building.
- b. Decorations No confetti or glitter of any kind will be allowed.
- c. Garbage generated by your event must be placed into the dumpster located on the west side of the building or in the trash cans provided by LPCC upon request.

Renter's responsibilities:

1. Renter shall be responsible for initiating, maintaining, and supervising all safety precautions and the Renter shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss while on the premises.
2. Renter shall at all times enforce strict discipline and good order among its employees and/or guests. The Renter accepts all responsibility for compliance with alcohol statutes and ordinances and will be subject to prosecution if a violation occurs.
3. Renter shall indemnify and hold harmless the LPCC and its agents and employees from and against all claims, damages, losses and expenses, including attorneys' fees arising out of or resulting from the act or omissions of renter, renters employees or guests, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property, including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of renter, renters employees or guests.
4. Renter shall allow the LPCC and its representatives including police, access to the rented premises at all times.

Emergency Numbers: Building Custodian (307)-399-0522. Shinze – 307-760-8673. Do not leave a message find a live contact.

Governing Law: This agreement is made under, and is to be construed and enforced, in accordance with the laws of the State of Wyoming.

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