



P.O. BOX 1131 ● 104 EAST CONSTITUTION AVENUE ● SARATOGA, WYOMING 82331 ● (307)326-5511

Storer Pavilion Usage Agreement & Guidelines

- Rental Fee: \$30 per hour – minimum three hour rental, paid in advance at time of reservation. Additional hours may be blocked out for \$30 each outside of the three hour minimum.
 - An additional \$20 non – refundable retainer secures the Pavilion for the specified time period on the day of the event and is due at the same time as the rental fee.
 - The rental fee is fully refundable until two weeks (14 days) from the event date, after this time the refund will be fifty percent or a minimum \$15.
 - Rescheduling of event dates is allowed once at no additional fee. After this an additional \$100 will be accessed per moved date.
 - A signed check will be put on file for a Damage/Cleaning deposit. Should there be damage to the property, equipment or sprinkler system, the lessee will be responsible for the repairs. Similarly any necessary cleaning costs will be the responsibility of the lessee.
 - Usage of electricity, museum folding chairs and museum tables are included in the rental fee. The museum however is not available for setup or tear-down and as such the lessee should plan aptly.
 - All trash must be picked up and deposited in the provided trash cans. Any excess should be hauled away. If folding chairs, tables, or other equipment is required they must be put away properly.
 - NOTE: There is no audio system installed. However, there are outlets. The museum microphone is available for additional rental and has the ability to play music from a USB connected device. Please contact the museum if you wish to confirm a rental.
 - In the event of personal injury sustained during the event at the Pavilion, the SHCA will not be held liable or responsible.
 - Serving of alcoholic beverages is permitted at the Pavilion. However, the necessary permits are to be secured by the lessee and the SHCA will not be held liable or responsible for any injuries or choices that result from alcoholic consumption.
 - The Pavilion may be decorated as long as decorations do not cause damage to the facility and are removed by the end of the rental time. It is the responsibility of the lessee to ensure that all decorating and cleanup occurs within their specified time frame.
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- _____ I have read and agree to the above guidelines
 - _____ Microphone Rental (non-refundable) \$75

Group or Organization _____

Fee Total _____ **Retainer** _____

Event Date _____ **Event** _____



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Contact Individual _____

Phone _____

By signing below you agree to the above stated terms and conditions for the usage of the Pavilion.

Signature _____

Office Use Only:

Saratoga Museum Director Signature _____

Event Date & Time _____ **On Calendar Y / N**

Event Approved Y / N _____ **Deposit on file Y / N**