



FACILITY RENTAL AGREEMENT

The Casey Tibbs South Dakota Rodeo Center & Mattie Goff–Newcomb Conference Center with the spectacular view overlooking the Missouri River is a versatile space that provides opportunities for several different configurations designed to fit any meetings or event requirements.

Benefits include:

- Available for day and evening events – ½ day or full day
- Ample parking
- Seating for 200+ guests at rounds of 8
- Theatre seating for 275 -300
- Standup reception throughout the center can accommodate over 300
- Ample power floor outlets throughout meeting space to accommodate laptop use
- Wireless Internet in both theatre and meeting space
- Full catering kitchen equipped with dishes, flatware and serving pieces
- Built in projection system
VCR / DVD /CD
- Stereo Sound system throughout meeting space
- Wireless microphones both handheld and lavalier
- On site meeting assistance

Space Rental Fees

2 nd floor meeting space	\$450.00	entire day or noon to midnight
2 nd floor meeting space	\$300.00	½ day
*Viewing Theater	\$50.00	per hour

*Will accommodate 25 people in theater seating or Boardroom seating

When the rodeo center is responsible for selling beer and wine, the rental fee is reduced to \$275. for ½ day and \$400. for entire day. Price of beer and wine is \$3.00 each for house brands. Identification of minors must be provided by host, however, guests will also be checked for identification. If host or organization brings their own beer and/or wine and there is no charge to the guests, rental fees are as stated above. If minors are in attendance at an event, beer and wine service must be controlled by rodeo center and security personnel must be on site.

Additional Fees

Audio visual equipment	\$25.00 per item (microphone, projector)
Security Personnel	\$25.00 per hour
Linens	\$1.75 per tablecloth \$.25 per napkin
Coffee Service	\$1.00 per guest

Catering and food costs will be paid directly to the caterers. Caterer and /or client will be **responsible for clean up** which means returning the rented space to the **condition of the space before the event. A security deposit of \$500. will be required if beer and wine is being served or sold.** This security deposit will held with the contract and returned to client after event and inspection of facility. If additional cleaning is required; client will also be billed \$25.00 per hour for each staff member required and the cost of any damage that may occur. Responsibility of food and beverage will lie with contracted person, licensed caterer, or organization.

Security

The rodeo center is also a museum housing valuable artifacts and video displays. No animals, no smoking, no moving of displays, and in the event entire space is utilized or if beer and/or wine is served, security personnel will be on site during all hours of the event, and their fee will be charged to the client. Rental of facility will require the **person-in-charge** to be on site during the event and noted as such on the contract. This person will be designated as the event contact and be held responsible for any damage. Museum will be closed off to event center guests at 8:00 PM. **Museum is not responsible for loss of property.** All contracted events must end no later than **MIDNIGHT**. Time must be allowed for clean up and guests departure within the time limit.

Decorating

Decorating items for weddings and special events must be approved by conference staff. Centerpieces are available at a cost of \$2.00 per item.

Payment Conditions

Reservations are on a first-come / first-served basis; deposits are due at the time of scheduling, unless approved otherwise. Deposit will guarantee your space. Rental fees are non-refundable if cancellation is within 30 days. Space will not be available for use or setup until all fees are paid. Center staff will be onsite during the event. Events involving more than 150 people will require additional center staffing and security personnel.

Agreement

Organization or individual name _____

Address _____ City,State,Zip _____

Phone _____ Email _____

Person in charge of event _____

Agree to the following event

Event Date _____ Starting time _____ Ending Time _____

Agreed upon fee _____

Use of _____ 2nd floor Conference space _____ Viewing theatre _____ Entire center

Number of guests in attendance _____

Contact: janicebar@qwestoffice.net 605 494 1094

Fax 605 223 2263

Room set up _____ theatre seating _____ rounds _____ viewing theatre set up _____

Type of meal function (stand up reception, buffet, coffee and water service only, dessert, seated meal) please describe event

Caterer _____ Phone _____

If liquor is served, damage deposit of \$500 will be required. This additional fee is refundable if center is maintained, as it was when agreement was made. The Casey Tibbs South Dakota Rodeo Center and the Mattie Goff -Newcombe Conference Center is licensed to sell beer and wine only. Client or caterer accepts all liability for any damages or injuries that may occur due to alcohol being served at event.

_____(Client)

Linen rentals are an additional charge and can be ordered through the center using a variety of sources. Client/caterer will meet with center staff to determine needs. Charges will be added to total price of contract.

Proof of license and/or liability insurance required if using professional caterer _____

Total estimated cost of the service _____

50% Deposit due at signing _____ \$500 Security Deposit _____

Balance amount _____ Date due _____

Deposit and cancellation policy

If event is canceled, 60 days prior to event date client will receive 75% of deposit

If event is canceled, 30-60 days prior to event date client will receive 50% of deposit

If event is canceled less than 30 days of event date, client will forfeit deposit.

_____ Date _____

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, _____(client) hereby expressly agrees to indemnify and hold harmless, The **Casey Tibbs South Rodeo Center** its successors or assigns against all suits, actions, claims, demands, or damages that arise from actions, services, or products provided to guests during the rental period.

Signed and Agreed

_____ Date _____
Client Name or Organization

_____ Date _____

www.caseytibbs.com 605 494 1094 or 222 8033

PO Box 37, Ft. Pierre, SD 57532