

Facility Rental Agreement

Event Date: _____
Event Name: _____
Event Contact: _____
Office Phone: _____ Cell: _____ Email: _____
Start Time: _____ End Time: _____ Total # of hours: _____
Set-up Time: _____

ROOM SET-UP

Location: 2nd Floor Conf. Space Only 2nd Floor, plus Lower Level Entire Space
Number of Guests: _____
Type of guest tables: Round 6' Banquet
Number of seats at each table (check one): 6 8 Other _____
Total number of guest tables: _____
Buffet Tables: Yes No If yes, number of tables: _____ Location of Buffet: _____
Other needs: _____
(Fee: Table set-up and clearing \$5 per table, unless manpower is provided by caterer)

DECORATIONS

Centerpieces: Yes No
Rodeo Center will provide centerpieces: Yes No If yes, description: _____
Rodeo Center will provide votive candle holders: Yes No
Client will provide centerpieces: Yes No
Decorating of tables will take place when: _____
Flowers will arrive from: _____ Time: _____
(Fee: Centerpieces and/or votives provided by Rodeo Center at \$2.50 per table)

Decorating items for weddings and special events must be approved by conference staff. No masking tape or other tape that will leave marks on the walls or the use of thumb tacks or staples will be allowed. ***If decorating or set up needs to be done prior to the allocated hours of the rental fee, an additional \$75.00 per hour will be charged to the client.*** In the event another function is contracted during the requested hours for decorating, the contracted event will take precedence.

LINENS

Tablecloths: # _____ Round Tables # _____ 6' Banquet Tables # _____ Napkins
Color(s): _____ Round Tables _____ 6' Banquet Tables _____ Napkins
(Fee: \$2.50 per Tablecloth, \$.25 per Napkin)

ENTERTAINMENT, AUDIO/VISUAL & BUSINESS SERVICES

Entertainment provided by: _____ Live Band DJ
Contact name and number: _____
Microphones needed from Rodeo Center: Yes No If yes, how many? _____
Projector: Yes No
Additional info./Needs: _____
(Fee: \$25 per audio/visual item rented through Rodeo Center)
Copy Services: \$.20 per copy
Fax Services: \$.75 per page

MENU & FOOD SERVICE NEEDS

Appetizers: _____
Served at (time): _____ Station Passed If passed, number of servers: _____
Entrée: _____
Salad(s): _____
Vegetable(s): _____
Dessert(s): _____
Caterer will do table set up and clearing, including flatware, water glasses, napkins: Yes No
Dinner plates will be located: on a buffet table at each table
Food will be brought to center and warmed and/or stored at the center: Yes No
Cold Storage needs: _____
Hot food needs: _____
Roasters needed: Yes No If yes, how many? _____ Oven needed: Yes No
Name of Caterer: _____ Cell phone _____
Caterer will arrive at what time _____
Proof of license and/or liability insurance required if using professional caterer.
(Fee: Paid directly to caterer)

BEVERAGE SERVICE

Coffee Service: Yes No (Fee: \$1 per guest)
Beverages will be SOLD to guests:
 Yes No N/A Beer at a cost of \$3 per
 Yes No N/A Wine at a cost of \$3 per
 Yes No N/A Sodas at a cost of \$3 per
 Yes No N/A Bottled water at a cost of \$1 per
Alcohol will be provided free to guests and purchased through the center. (Cost +15%) Yes No
Number of Bartenders: _____ (Fee: \$25/hr per bartender)
Guests will be asked for identification if alcohol is served. 21+ bracelets will be provided by Rodeo Center.

SECURITY

Inasmuch as the center is also a museum housing valuable artifacts, the facility will require a person-in-charge to be listed on this agreement. This person will be designated as the event contact and be held responsible for any damage. No animals, no smoking, no moving of displays, and in the event entire space is utilized or if alcohol is served, ***security personnel will be on site during all hours of the event, and their fee will be charged to the client.*** For every 100 guests at an evening event where alcohol is served the Rodeo Center requires a separate security officer. Museum is not responsible for loss of property. All contracted events must end no later than **11:00 PM.**

(Fee: \$30/hr per officer)

GUESTS

Date client will provide a confirmed guest count: _____

Handicap guests: Yes No If yes, number expected: _____

(The Rodeo Center has 2 wheel chairs available on a first come/first served basis for guests)

Children under Age 10: _____ Teenagers and young adults under the age of 21: _____

Will there be supervision for small children: Yes No N/A

Museum will be available for guests until 8:00 PM at which time it will be closed off.

TRANSPORTATION

Arrangements have been made for River City Transit for guests: Yes No

CLEAN-UP

Caterer and /or client will be responsible for clean up unless agreement has been made with rodeo center as defined in schedule of fees. If additional cleaning is required, client will be charged the cleaning service fee of \$100 minimum. The responsibility of food and beverage service, cleanup of kitchen, garbage, and dishes will lie with contracted person, licensed caterer, or organization. ***The entire center must be in the same condition when event is over as it was when the event started.***

If beer and/or wine is served, a security deposit of \$500 will be required at the discretion of the Rodeo Center Director. This security deposit will returned to client after event and inspection of the facility.

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 must be onsite during the event. Events involving more than 100 people will require additional center staffing and security personnel. These charges will be the responsibility of the client and will be reflected in the final bill.

Client agrees that a damage deposit in the amount of \$500 is required when any alcoholic beverage is either sold or served. This additional fee is refundable if center is maintained, as it was when agreement was made. Client accepts all liability for any damages or injuries that may occur due to alcohol being served at event.

_____ (Client)

Total estimated cost of the service (including tax): \$ _____

50% Deposit, due at signing: _____

\$500 Security Deposit, due at signing when applicable: _____

Balance Amount: _____ Due Date: _____

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 the event date, client will forfeit deposit.

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:

(Client Name/ Organization)

(Date)

(Casey Tibbs South Dakota Rodeo Center)

(Date)

Casey Tibbs South Dakota Rodeo Center

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