

## Wyoming Frontier Prison Special Event & Use Policy

The Wyoming Frontier Prison has several areas available for public use. These include the grounds, cafeteria, cell blocks, and the Historic Guards' Quarters (under a separate use policy). In order to protect and maintain the integrity of the Historic Site, replenish supplies after the increased demand of special events, pay utilities and ensure the site has been returned to its' like condition in time for tours the day following any event, appropriate fees will be charged.

At least thirty (30) days prior to the desired day of the event, interested parties must complete the attached Special Event Application. The Application will be reviewed by the Wyoming Frontier Prison Historic Site Director, and per discretion, may be presented to the Old Pen Joint Powers Board. Any additional information that can be provided upon the submission of the written description would be appreciated. Any event where alcohol will be served will require special approval by the Old Pen Joint Powers Board. No event dates are secured until notified by the Wyoming Frontier Prison Historic Site Director or a designated representative.

On-site bathroom facilities are limited. If the applicant requests the use of on-site bathroom facilities, there is a fee of \$100 per day. Organizers are welcome and encouraged to provide portable facilities for attendees. If the projected attendance of the event exceeds 50 people, the hosting group will be responsible for providing portable facilities based on the projected attendance (1 per 50 people, minimum).

Trash and recycle bins will be provided. Event organizers will be responsible for hauling trash to the on-site dumpster. The Wyoming Frontier Prison will dispose of recyclable materials.

The following fees will be charged for the use of any part of the Wyoming Frontier Prison facility:

\$200.00 Non-refundable use fee (per day, 9:00 am-5:00pm\*)

\$100.00 Refundable deposit\*\* \*\*\*

\*If an event begins before (including set-up) or extends past (including clean-up or tear down) regular business hours, there will be a charge of \$50 per hour for every hour or part thereof that WFP Staff must remain on site. Please plan accordingly.

\*\*In order to be eligible for a refund of the \$100.00 deposit, the Historic Site must be left in the same or better condition of cleanliness that it was found prior to the event. Upon completion of the event, the area used will be inspected by the Historic Site Director or designated representative of the Wyoming Frontier Prison. If the area is found to be cleaned to the satisfaction of the Historic Site Director or the WFP representative immediately after the event or prior to the first tour the following day, the \$100.00 deposit will be returned at that time.

\*\*\*You are financially responsible for any acts of negligence and will be financially responsible for the negligent acts of others involved with this event. You are encouraged to obtain insurance. You and participants, attendees or any involved parties are NOT insured by the Old Pen Joint Powers Board.

\*If an event lasts past 10:30 pm (Including clean-up or tear down), there will be a charge of \$100 per hour for every hour or part thereof after midnight that WFP Staff must remain on site. Please plan accordingly.

If an organization hosts an event at the Wyoming Frontier Prison for which an admission or booth fee is charged, 20% of those fees or charges will be paid to the Wyoming Frontier Prison, in addition to the other fees, for use of the site.

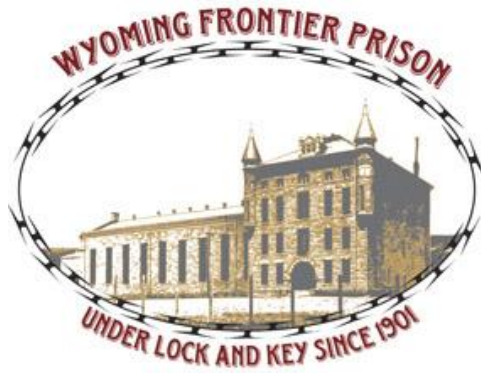
If an organization hosts an event at the Wyoming Frontier Prison that features concessions or the sale of food, 20% of the proceeds will be paid to the Wyoming Frontier Prison, in addition to the other fees, for use of the site.

Tours for members of the hosting organization will be discounted during the event: \$2 discount per person off of normal tour rate.

The organizing individual or organization is responsible for any and all permits that may be required by the State of Wyoming, Carbon County, or City of Rawlins.

The Old Pen Joint Powers Board, its individual members, Wyoming Frontier Prison staff, volunteers, sponsors, affiliated individuals or organizations are not responsible for any injuries, illness (including death) or other damages which may directly or indirectly result from attendance or involvement with this event (including set up, tear down, or travel to or from the site).

Full permission to use any and all photographs, video, audio or other record of the event for any reason will be granted to the Wyoming Frontier Prison and Old Pen Joint Powers Board upon signature of the Special Event Application.



## Wyoming Frontier Prison Special Event Application

Name of Applicant:	Start Date:	End Date:
Address:	Start Time:	End Time:
City/State/Zip:	Approximate number of attendees/organizers	
Phone Number:		
Cell Phone:		
Email Address:		
Associated Organization:		

I have read, understand, and agree to the Wyoming Frontier Prison Special Event & Use Policy.

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Signature

Date

Briefly describe the proposed event:

Specific location(s) requested & activities to take place in each location:

Please describe your plans for restroom facilities-- are you requesting use of on-site bathroom facilities (Please refer to fee schedule in the Special Event and Use Policy)? Will portable facilities be provided?

Additional requests & supplemental information

# Fee Schedule

<b>Due seven (7) calendar days prior to the start of the event</b>			
Use Fee	\$200.00 per day	_____ day(s)	\$
Deposit (refundable)	\$100.00		\$100.00
Bathroom Access	\$100.00		\$
<b>Total</b>			<b>\$</b>
<b>The following fees will be due immediately following the event This portion of the form will be completed by a WSP representative</b>			
<b>Before/After Hours</b> If any part begins before 9:00am, or extends past 5:00pm. \$50.00 per hour (partial hours will be billed as a full hour.)	\$50.00 per hour	_____ hours	\$
<b>After 10:30 pm</b> If the event (including cleanup extends past midnight. \$100.00 per hour (partial hours will be billed as a full hour.)	\$100.00 per hour	_____ hours	\$
<b>Admission or Booth Fee</b>	20% Cost per booth: \$ Cost per entry: \$	_____ booths _____ entries	\$ \$
Concessions or Sale of Food	20%		\$
Tours	\$2 discount per person off of normal tour rate.	_____ people	\$
<b>Total</b>			<b>\$</b>