

WYOMING HEREFORD RANCH  
EVENT CENTER RENTAL AGREEMENT

1. **NO HARD LIQUOR ALLOWED.** Beer, Champagne and Wine OK.
  2. **NO SMOKING IN ANY OF THE BUILDINGS.**
  3. Rental fee must be paid in full **60 days prior** to the date of your event. Event insurance is required in the amount of 1 million dollars. You can get a policy through your insurance agent, or visit [www.eventinsurance-kk.com](http://www.eventinsurance-kk.com). There are other online options available. A certificate of insurance for the event is due 60 days prior to your event.
  4. If you used the grills (please check to see if grill is available prior to your event) for your activity, please make sure they are clean when you leave and all ashes and coals are put out safely.
  5. Please make sure **ALL** lights are off when you leave.
  6. Close **ALL** doors when you leave.
  7. The Wyoming Hereford Ranch assumes no liability or responsibility for any accidents or injury.
  8. Please instruct all guests to use **SOUTH ENTRANCE** to the Ranch. (Go around the ranch on Campstool, turn in at mailboxes and monument). We have included a copy of printed directions with this contract.
  9. Deposit will be returned within 30 days after the event (at the discretion of management) if above rules are followed and ranch property is treated respectfully. This includes but is not limited to:
    - a. Tables, benches, and chairs returned to original locations
    - b. Grounds free of trash and cigarette butts
    - c. All trash removed from cans and placed in dumpster provided (located by Sale Barn)
- NO DEPOSIT RETURNED IF THERE IS ANY SMOKING IN THE BUILDING.**
10. The person signing this contract is responsible for all guests and any damages resulting from this event.
  11. Parking areas are provided and marked. No parking on grassy areas around the buildings.
  12. **NO U-HAULS, NO TRUCKS, NO TRAILERS, PARKED ON SPORTS COURT ARENA FLOOR.**

**Thank you for allowing us to share Wyoming Hereford Ranch with you!**

**Please do not hesitate to call with any questions regarding your event:**

**Michael Genho 307-222-5476 or Kristi Webber 307-421-2208**

**Make checks payable to:**

**Wyoming Hereford Ranch**

**Mail payments to:**

**Attn: Kristi Webber  
1920 Evans Ave.  
Cheyenne, WY 82001**

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**Rental Fee: \$5000.00**

**Barn Reserved: Event Center**

**Deposit: \$750.00**

**Reserved Date: \_\_\_\_\_**

**NAME OF RENTER: \_\_\_\_\_**

**ADDRESS: \_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_**

**TIME (HOURS) THE EVENT TAKES PLACE: \_\_\_\_\_**

**TYPE OF EVENT BEING HELD: \_\_\_\_\_**

**ESTIMATED NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_**

**NAME OF PARTY OR EVENT: \_\_\_\_\_**

**CONTACT PERSON INFO FOR DURING THE EVENT: \_\_\_\_\_**

**Signature of Renter: \_\_\_\_\_ Date \_\_\_\_\_**

***\*deposit required in order to reserve date***

***\*rental fee due 60 days prior to your event***

***\*cancellation of the event later than May of the rental year voids deposit return***