

WYOMING HEREFORD RANCH
SALE BARN RENTAL AGREEMENT

1. **NO HARD LIQUOR ALLOWED.** Beer, Champagne and Wine OK.
2. **NO SMOKING OR OPEN FLAMES IN ANY OF THE BUILDINGS. This includes any open flames such as candles.**
3. Wyoming Hereford Ranch assumes no liability of responsibility towards your guests for any accidents or injuries.
4. The rental fee must be paid in full at least 60 days prior to your event. Liability insurance coverage for your event is also due at least 60 days prior. You can get coverage through your insurer or through your insurance agent or there are a variety of online options available, search event insurance. A certificate of insurance is due at least 60 days prior to your event. **THESE REQUIREMENTS ARE THE SOLE RESPONSIBILITY OF THE PERSON SIGNING BELOW. IF NOT DONE MORE THAN 60 DAYS PRIOR TO YOUR EVENT, THE EVENT CAN NOT BE HELD, AND THE DEPOSIT WILL NOT BE RETURNED.**
5. The deposit will be returned 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: all table, chairs and benches returned to original locations. Grounds free of trash and cigarette butts. All Trash removed from cans and placed in dumpster provided next to the barn. Refunds may take up to 30 days.
6. **NO DEPOSIT RETURNED IF THERE IS ANY SMOKING IN THE BUILDING.**
7. Cancellations after May 1 of the rental year, will not receive a refund of the deposit.
8. The person signing this contract is responsible for all guests and any damages resulting from this event.
9. Parking areas are provided and marked. During event set up please stay on graveled roads
10. 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. Signs will be placed by ranch staff on Campstool Road and the ranch to help direct your guests. Balloons may be placed on these signs, but not on the fencepost along the road.
11. Additional trash can liners, hand towels and tissue are located in the closet between the bathrooms.
12. Please make sure to turn off **ALL** lights and close **ALL** doors when you leave.
13. Out of respect for the residents of the ranch, DJ's and bands are asked to turn music down at 10:00 PM.

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
Natalie Hales: 307-421-4305
Kristi Webber: 307-421-2208**

Make checks payable to: Wyoming Hereford Ranch

Mail payments to: Attn: Kristi Webber
1920 Evans Ave.
Cheyenne, WY 82001

Rental Fee: \$4000.00 Barn Reserved: Sale Barn

Deposit: \$500.00 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