

**LARAMIE COUNTY FAIR**  
**FACILITIES RENTAL APPLICATION**  
3967 Archer Pkwy. Cheyenne, WY 82009  
(307)633-4670 Fax (307)634-4511  
[www.laramiecountyfair.com](http://www.laramiecountyfair.com)  
[fairoffice@laramiecountyfair.com](mailto:fairoffice@laramiecountyfair.com)

**Office Use:**  
Calendar \_\_\_\_/\_\_\_\_/\_\_\_\_ Bldg.\_\_\_\_

Each user of LCF Facilities shall complete the following application. Please note that, upon acceptance of this application by LCF, you will be required to sign a legally binding contract. The contract requires you to accept certain obligations and affects your legal rights. The contract should be reviewed carefully prior to signing. A certificate of insurance is required.

Contact: Laramie County Fair Office: (307) 633-4670 Mon-Fri: 8 am-12 pm & 1 pm-4 pm

**Emergency Call List After Hours:**

1 <sup>st</sup> Call – Larry Milbourn Facilities & Grounds Manager	Office (307) 633-4673	Cell (307)421-0321
2 <sup>nd</sup> Call – Jeff Ketcham Laramie County Fair Manager	Office (307) 633-4671	Cell (307)630-5345

**Part I- TO BE COMPLETED BY APPLICANT (PLEASE PRINT)**

Applicant: \_\_\_\_\_

Type of Event: \_\_\_\_\_

- **Private**-no admission fee and not open to the general public (ex: weddings, family reunions, etc.)
- **Commercial**-lessee charges vendors and/or charges admission fee and open to the general public for sales
- **501(C)(3)**-must submit proof with application & contract to be considered
- **Clubs & Organizations**- use for meetings for member-serving or community-serving organizations not formed as a 501(C)(3)
- **Fundraisers**-lessee not formed as a 501(C)(3), charges vendors and/or charges admission fee and open to general public for sales to raise funds **Recipient(s) of fundraiser (required)** \_\_\_\_\_
- **Other** - i.e. 4-H, FFA

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Applicant/Primary Contact: \_\_\_\_\_ (Phone) \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ (Phone) \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's e-mail Address: \_\_\_\_\_

First date of access to Fairgrounds: \_\_\_\_\_ Last date of access to Fairgrounds: \_\_\_\_\_

**FACILITIES INFORMATION**

Applicants are responsible for any vendors or deliveries that have been arranged for event. Applicant must be available to grant access for all deliveries. Laramie County Fair will not be responsible for accepting any deliveries or meeting any vendors (beer, food caterers, flower delivery personnel, etc.) Applicant will be responsible for all trash removal (indicate "Dumpsters" on the application, if you will require extra), until such time the trash is removed from Laramie County Fairgrounds. This includes, but not limited to, picking up blowing trash, overflowing dumpsters, etc. Final acceptance of the property will be at the discretion of the Laramie County Fair Grounds Manager and/or Representative. Applicant is responsible for plans and procedures to handle natural and manmade emergencies, traffic control and security during event. Proof of insurance required for all rentals. Applicant responsible for all permits and/or licensing required for event. All buildings and grounds must be vacated by 12:00 AM (Midnight).

**PART II- FACILITIES REQUESTED: (Check all applicable)**

- M Building (125' x 60' capacity 299)** Includes choice of rectangle and/or round tables and 299 white plastic chairs (Make selections below)
  - Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$250.00 per day
  - Commercial.....\$400.00 per day
- K Building (120'x 40' capacity 299)** Includes choice of rectangle and/or round tables and 299 white plastic chairs (Make selections below)
  - Private/501 (C)(3)/Clubs & Organizations/Fundraiser.....\$250.00 per day
  - Commercial.....\$400.00 per day
- M & K Kitchen** Pre & Post Rental Usage/Cleaning Inspection & \$200.00 refundable damage/cleaning deposit required (Commercial range, walk-in refrigerator/freezer, triple sink, hand washing sink, dishwasher, ice machine, steam table, service window)
  - **With Building Rental**  
Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$100.00 per day  
Commercial.....\$150.00 per day
  - **With Out Building Rental**  
Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$150.00 per day  
Commercial.....\$200.00 per day
- Community Center (capacity 93)** Includes 16 6FT rectangle tables and 93 white plastic chairs (Not handicap accessible to restrooms)
  - Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$75.00 per day
- Community Center Rest Rooms** Men and Women
- Concessions Kitchen** Standard size stove, triple sink, hand washing sink, service window
  - Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$50.00 per day
- Gazebo Park**
- Leadership Park Meadow** Applicant responsible for renting porta-potties if not renting building. Metal chairs available
  - **With Building Rental**.....N/C
  - **With Out Building Rental**-Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$75.00 per day
- Lots/Parking Areas A, B, C, D** No restroom access-Applicant responsible for renting porta-potties & dumpsters if needed
  - With Building Rental.....N/C
  - Private/501 (C)(3)/Clubs & Organizations/Fundraisers.....\$200.00 per day
  - Commercial.....\$400.00 per day
- Arenas (only)** No restroom access-Applicant responsible for renting porta-potties, watering arenas, tractor/arena drag, eyes, timers & dumpsters if needed
  - Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$400.00 per day per arena
- Arena-Pens** # of pens requesting \_\_\_\_\_ \$25.00 per pen per day for all livestock (No charge w/arena rental)
- Arena-Lighting**
- Arena-Sound System** (\$200.00 refundable microphone deposit required)
- Arena-Portable Bleachers**
- Arena-Announcer Bldg.** No restroom access-Applicant responsible for renting porta-potties & dumpsters if needed
- Stalls** # of stalls requesting \_\_\_\_\_ 12'X12' each \$15.00 per head per day
  - Private/501 (C)(3)/Clubs & Organizations/Fundraisers/Commercial.....\$15.00 per head per day
- Camping** (dry camping only-no hookups)RVs and Campers are not permitted to run electrical cords or water hoses to buildings/hydrants
- PA System** \$200.00 additional refundable damage deposit for use of wireless microphone(s). Audio cord to plug into jack is not provided.
- Podium**
- Stage** \$25.00 non-refundable usage fee required
- Projector Screen** (projector and/or laptop not provided)
- Additional Dumpsters** # of units requesting \_\_\_\_\_ **Extra non-scheduled dumping fee \$25 per pick-up, Additional dumpster(s) delivery \$35 per unit w/ \$55 dump fee**
- Other:** \_\_\_\_\_

The set-up/take-down fees in **red** do not apply if you set-up/take-down chairs and tables yourself. Schematic required 2 weeks in advance if you wish the LCF staff to set-up chairs & tables for your event.

**TABLES-(LCF Staff Set-up fee \$2.00 per table) (LCF Staff Take-down fee \$2.00 per table)**

NOTE: Tables are for M and/or K rentals and indoor use only.

- |   |              |   |  |
|---|--------------|---|--|
| <input type="checkbox"/> <b>Tables (8 ft rectangle) 147 ea.</b> | Number _____ | <b>LCF Staff Set-up:</b> YES <input type="checkbox"/> No <input type="checkbox"/> | <b>Take-down:</b> YES <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <b>Tables (6 ft rectangle) 50 ea.</b>  | Number _____ | <b>LCF Staff Set-up:</b> YES <input type="checkbox"/> No <input type="checkbox"/> | <b>Take-down:</b> YES <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <b>Tables (6 ft round) 32 ea.</b>      | Number _____ | <b>LCF Staff Set-up:</b> YES <input type="checkbox"/> No <input type="checkbox"/> | <b>Take-down:</b> YES <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <b>Tables (5 ft round) 9 ea.</b>       | Number _____ | <b>LCF Staff Set-up:</b> YES <input type="checkbox"/> No <input type="checkbox"/> | <b>Take-down:</b> YES <input type="checkbox"/> No <input type="checkbox"/> |

**CHAIRS-(LCF Staff Set-up fee \$0.50 per chair) (LCF Staff Take-down fee \$0.50 per chair)**

NOTE: White Chairs are for M and/or K rentals and indoor use only.

- |  |              |   |  |
|--|--------------|---|--|
| <input type="checkbox"/> <b>Chairs (white plastic) 613 ea.</b> | Number _____ | <b>LCF Staff Set-up:</b> YES <input type="checkbox"/> No <input type="checkbox"/> | <b>Take-down:</b> YES <input type="checkbox"/> No <input type="checkbox"/> |
|--|--------------|---|--|
- NOTE: Metal Chairs are for outdoor use.
- |  |              |   |  |
|--|--------------|---|--|
| <input type="checkbox"/> <b>Chairs (metal) 200 ea.</b> | Number _____ | <b>LCF Staff Set-up:</b> YES <input type="checkbox"/> No <input type="checkbox"/> | <b>Take-down:</b> YES <input type="checkbox"/> No <input type="checkbox"/> |
|--|--------------|---|--|

**GENERAL INFORMATION**

Will there be an admission fee for public? Yes\_\_\_ No\_\_\_ If yes, how much?\_\_\_\_\_

Will there be a charge for parking? Yes\_\_\_ No\_\_\_ If yes, how much? \_\_\_\_\_

Will there be food concessions? Yes\_\_\_ No\_\_\_ (If renting kitchen and/or using a caterer, lessee and caterer are required to schedule a pre and post Kitchen Rental Usage/Cleaning Inspection.)

Will there be alcohol? Yes\_\_\_ No\_\_\_ If Yes- Served Only  Sold

**\*\*\* If alcohol will be SOLD, you will need to acquire the proper permit(s). Contact the County Clerk's Office (307) 633-4264 for additional information\*\*\*** Applicant is responsible for all guests during and after the event that have been served alcohol.

A deposit of \$200.00 is required upon applicant's receipt of approved application. Should the event be canceled prior to the scheduled date, applicant is required to notify Laramie County Fair no less than 60 days in advance of scheduled event. Failure to notify LCF within this timeframe will result in forfeiture of 100% of deposit.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

.....  
**PART III- APPROVALS-To Be Completed By Laramie County Fair**

\_\_\_\_\_ Date \_\_\_\_\_  
 Facilities Coordinator

**PART IV-FEES ASSESSED- To Be Completed By Laramie County Fair**

**Fees (Non Refundable)**

Rental Fee \$\_\_\_\_\_

Additional Service Fees \$\_\_\_\_\_

**Deposits (Refundable if applicable)**

Building Deposit (\$200) \$\_\_\_\_\_

Kitchen Deposit (\$200) \$\_\_\_\_\_

Microphone Deposit (\$200) \$\_\_\_\_\_

Other Deposits \$\_\_\_\_\_

**TOTAL FEES FOR RENTAL** \$\_\_\_\_\_

PAYMENT			
Date hold or payment in full	(\$_____)	Date Paid ___/___/___	check #_____ cash___MO___
BALANCE DUE	\$_____	Date Paid ___/___/___	check #_____ cash___MO___
Additional Payment	(\$_____)	Date Paid ___/___/___	check #_____ cash___MO___
BALANCE DUE	\$_____	Date Paid ___/___/___	check #_____ cash___MO___
Additional Payment	(\$_____)	Date Paid ___/___/___	check #_____ cash___MO___