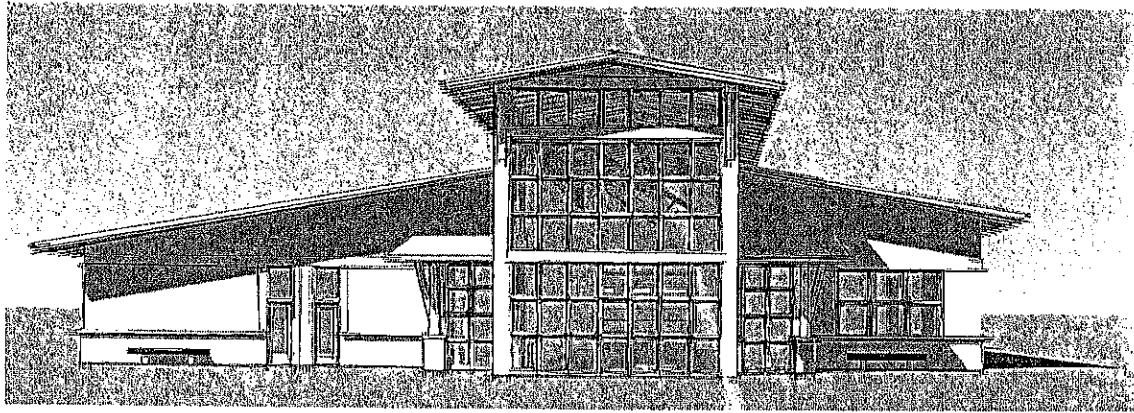
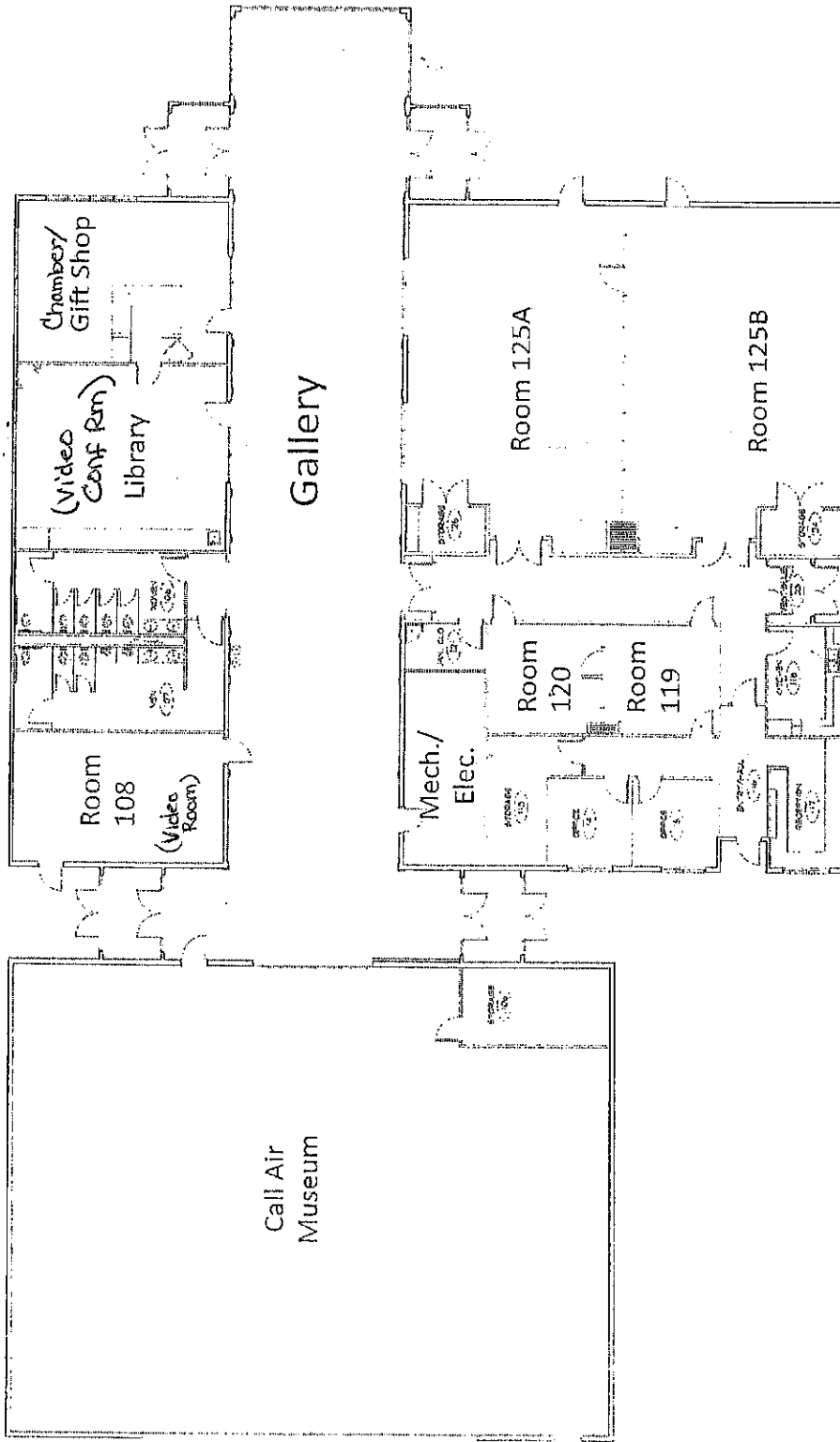


AFTON-LINCOLN COUNTY

CIVIC CENTER MEETING PLANNER



150 S. WASHINGTON STREET
AFTON, WYOMING



Group Classification

Group 1 No Fee	Town of Afton Departments and Boards. Lincoln County Extension, 4H, and Fair Board.
Group 2	Lincoln County residents and commercial groups holding events that will be open to the public. Weddings, private parties, employee organizations, political candidate fundraisers and social events.
Group 3	Non-profit organizations that are located and based in Lincoln County. Applies to those functions that provide a service to the community of Afton.
Group 4	Commercial groups that are holding events not open to the public. Non-resident private parties, employee associations, commercial, business and church.

Meeting Room Specifications

<u>Room</u>	<u>Demensions</u>	<u>Sq. Feet</u>	<u>Total Occ.</u>	<u>Seminar</u>	<u>Lecture</u>	<u>Banquet</u>
#125 A	29' x 44'	1170	168	50	100	64
#125 B	29' x 44'	1170	168	50	100	64
Combined	54' x 44'	2340	336	100	200	128
Break Out						
#120	15' x 15'	207.5	30			
#119	15' x 15'	207.5	30			
Combined	15' x 30'	415	60			
#108	16' x 28'	452	65			

Afton - Lincoln County Civic Center Rental Rates

Room	<u>Resident Rate Group #2</u>		<u>Non-Profit Rates Group #3</u>		<u>Commercial Rates Group #4</u>		<u>Cleaning Deposits</u>	
	<u>Full Day</u>	<u>Hourly</u>	<u>Full Day</u>	<u>Hourly</u>	<u>Full Day</u>	<u>Hourly</u>	<u>Without Alcohol</u>	<u>With Alcohol</u>
Main Meeting								
#125A	\$ 200.00	\$ 30.00	\$ 175.00	\$ 25.00	\$ 300.00	\$ 75.00	\$ 75.00	\$ 100.00
#125B	\$ 200.00	\$ 30.00	\$ 175.00	\$ 25.00	\$ 300.00	\$ 75.00	\$ 75.00	\$ 100.00
Combined	\$ 400.00	\$ 60.00	\$ 350.00	\$ 50.00	\$ 600.00	\$ 150.00	\$ 150.00	\$ 200.00
Foyer	\$ 400.00	\$ 60.00	\$ 350.00	\$ 50.00	\$ 600.00	\$ 150.00	\$ 150.00	\$ 200.00
Break Out								
#120	\$ 50.00	\$ 8.00	\$ 25.00	\$ 5.00	\$ 75.00	\$ 20.00	\$ 50.00	\$ 75.00
#119	\$ 50.00	\$ 8.00	\$ 25.00	\$ 5.00	\$ 75.00	\$ 20.00	\$ 50.00	\$ 75.00
Combined	\$ 100.00	\$ 16.00	\$ 50.00	\$ 10.00	\$ 150.00	\$ 40.00	\$ 50.00	\$ 75.00
#108	\$ 100.00	\$ 16.00	\$ 50.00	\$ 10.00	\$ 150.00	\$ 40.00	\$ 50.00	\$ 75.00
Library	\$ 100.00	\$ 16.00	\$ 50.00	\$ 10.00	\$ 150.00	\$ 40.00	\$ 50.00	\$ 75.00
All of Center	\$ 600.00		\$ 450.00		\$ 900.00		\$ 250.00	\$ 400.00
Kitchen	\$ 80.00	\$ 8.00	\$ 60.00	\$ 7.50	\$ 160.00	\$ 20.00	\$ 50.00	\$ 75.00

Afton / Lincoln County Civic Center Facility Use Agreement Application

Afton, Wyoming ~ 307-885-9831

Rental Fees: _____ Cleaning Deposit: _____

Name of Applicant/Organization: _____

Name of Contact Person: _____

Mailing Address: _____

Email Address (optional): _____

Phone: Work: _____ Home: _____ Cell: _____

Date(s) of Use: _____ Time of Use (inc setup & cleanup) From: _____ To: _____

Nature of Activity: _____

Estimated Number of Attendees: _____

	YES	NO
Is applicant/organization a non-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>
Is the event open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Is there admission/registration fee for the event?	<input type="checkbox"/>	<input type="checkbox"/>
Is the event a fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>
Will the event be catered?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, who is the caterer? _____		
Will food/beverage be served?	<input type="checkbox"/>	<input type="checkbox"/>
Will alcohol be served or present?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, other fees and applications apply. Please contact Town Hall.		
Will you require the use of the Town owned sound or electronic equipment?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, you must make sure all will work & that you know how to operate them prior to use. If assistance is required from Town of Afton personnel, it must be done by appointment during business hours (Mon-Fri, 8-5).		
Will you set up equipment, decorations, etc?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please give a brief description: _____		

Room(s) requested & Setup:
 Please indicate on the back of this form how you would like to have each room set-up.

Gallery _____	125A _____	120 _____	108 (Video Room) _____
Video Conf Rm _____	125B _____	119 _____	Kitchen _____

Additional items available upon availability:

Podium _____	Stage _____	Screen _____	Projector _____	Microphone _____
30x60 Tables (Quantity) _____	18x60 Tables (Quantity) _____	Round Tables (Quantity) _____		
Chairs (Quantity) _____	White Tablecloths (Round Only) \$9 each add. cost (Quantity) _____			

~ Please Read Carefully Before Signing ~

Facility user hereby agrees to indemnify, defend and hold harmless Town of Afton, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities, but the facility user shall not be liable for any claims, damages, losses and expenses caused by the sole negligence or willful misconduct of the Town of Afton. Permittee shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Premises. Permittee agrees to protect and save harmless the Town of Afton, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may occur as a result of Permittee's failure to comply with this requirement.

Applicant Signature _____ **Date** _____

- * Cancellation of a rental or changing a confirmed date will result in loss of deposit. If the facility can be rebooked with a comparable rental then 75% of the applicant's deposit will be returned. Cancellation fourteen (14) days or less prior to an event will result in the loss of any rental fees paid in addition to the deposit. Initial
- * Decorations require prior approval by Facility personnel. No signs or decorations will be nailed or permanently affixed to the Civic Center walls, ceilings, windows or drapes. Decorations must be fireproof. No glitter, rice, birdseed or other similar items will be allowed to be thrown in or around the facility.
- * No smoke or bubble machines are allowed. If smoke alarms are activated due to the use of such items, which result in the call out of the Afton Fire Department, applicant will be responsible for all charges incurred by the Fire Department and the Town. No open flame candles are allowed inside the Civic Center. DJ's or bands are permitted at the event; however, all music must conclude at least sixty-(60) minutes prior to the end of the event.
- * The rental ending time means the facility must be empty of all guests. The rental ending time may not occur later than 12:00 midnight. The clean up time means all decorations, food, etc must be removed and the facility cleaned. The clean up time must start no later than 1 hour prior to the rental ending time. Trash must be put in the proper receptacles and the room(s) must be returned to an "as found" condition. The facility, parking lot, grounds and equipment shall be left in the same condition, as they were prior to use.
- * Town of Afton staff will not sign for any items that have been rented. All rented items (dance floors, lights, etc) will need to be delivered during the set up time and picked up during the clean up time. If items are delivered before the set up time or picked up after the rental times, the applicant will be charged the regular hourly rate.
- * Beverages that contain red, orange or purple dye, etc (example: fruit punches) may not be served at the centers. This includes any liqueurs that contain the before mentioned stainable dyes. Only those beverages with fresh fruit juice or soda as their base can be used.
- * If using any sound or electronic equipment, you must make sure all will work and that you know how to operate them prior to use. If assistance is required from Town of Afton personnel, it must be done during business hours (Mon-Fri, 8-5).
- * All fees and permits (including verification of insurance and room set-up) are due no later than seven (7) days prior to event date.