



307.235.5247 thenic.org 400 E. Collins Drive, Casper, WY 82601

### Rental Worksheet

Day and Date of Event \_\_\_\_\_
Renter's Name \_\_\_\_\_ Renter's Initials (per contract) \_\_\_\_\_
Renter's Telephone and Email \_\_\_\_\_
Type of Event \_\_\_\_\_ No. Attending \_\_\_\_\_
Set-up Time \_\_\_\_\_ Tear-down Time \_\_\_\_\_ Staying past 11:30pm - (\$250) Yes / No
Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Museum Closed for Event - (\$200) Yes / No
Dropping off Items Before Event Date - (\$50) Yes / No
Picking up Items After Event Date (Per Day) - (\$50) Yes / No
Refundable Damage Deposit: (\$250)

Event hours include set-up and tear down, 9:00am - 11:00pm. There will be \$250.00 surcharge should you run over the 11:30pm time plus \$100 per 1/2 hour after.

The Bryce Hall and McMurry Gallery rentals include: hallways, kitchen, sculpture garden, 2nd and 3rd floor landings and stairs.

- Bryce Hall.....\$600 for 4 hours/\$1200 for 8 hours
• Bryce Hall with Galleries open for viewing..... \$650 for 4 hours/\$1300 for 8 hours
• McMurry Gallery.....\$5,000 per day
• The Santilli Library / Board Room.....\$50 per hour or \$250 per day (up to 8 hours, 9:00am - 5:00pm)
• Discovery Center.....\$250 (up to 4 hours) / \$100 per each additional hour
• Private Backyard..... \$375 for 4 hours/\$750 for 8 hours

Piano - Leave / Remove (\$25) / Play (\$100) (The renter is responsible for contacting the musician.)
Bryce Hall Artwork - Leave / Remove (\$100)
NIC Provided 6' Rectangular Tables (20 available / incl. either black or white tablecloth) - # needed\_\_\_ (\$5/each)
NIC Provided Cocktail Tables (10 available / incl. either black or white tablecloth) - # needed\_\_\_\_\_ (\$5/each)
NIC Provided Chairs (95 available / chair covers included black/white) - # needed\_\_\_\_\_ (\$1/each)
Bar - (\$50) Yes / No Podium - (\$25) Yes / No
Stage - \*min. of 64 sq. ft. incl. skirting and stairs (\$200 + \$10 per additional 16 sq. ft. section) - size needed\_\_\_\_\_
Projector (with pedestal and screen) - (\$50) Yes / No
Event Planner Name and Contact Info\_\_\_\_\_
Caterer / Bartender Name and Contact Info\_\_\_\_\_
Sound Design / DJ Name and Contact Info\_\_\_\_\_
Florist / Decorator Name and Contact Info\_\_\_\_\_

Staff Only:
Today's Date \_\_\_\_\_ Date Deposit is Due \_\_\_\_\_ Deposit \_\_\_\_\_ Paid Y / N - Staff Init. \_\_\_\_\_
Total Rental \_\_\_\_\_ Paid Y / N - Staff Init. \_\_\_\_\_ Balance Due \_\_\_\_\_ Paid Y / N - Staff Init. \_\_\_\_\_