

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

## **Rental Worksheet**

Renter's Name       Renter's Initials (per contract)         Renter's Telephone and Email	Day and Date of Event _			
Type of Event	Renter's Name		Renter's Initials (per contract)	
Set-up Time	Renter's Telephone and E	imail		
Event Start TimeEvent End TimeMuseum 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 setup 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       \$600 for 4 hours/\$1300 for 8 hours         • Bryce Hall       \$50,000 per day         • The Santilli Library / Board Room	Type of Event		No. Attending	
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 with Galleries open for viewing	Set-up Time	Tear-down Time	Staying past 11:30pm – (\$250) 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	Event Start Time	Event End Time	Museum Closed for Event – (\$200) 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/\$1200 for 8 hours         • McMurry Gallery.       \$500 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 hou         • 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 Cocktail Tables (10 available / incl. either black or white tablecloth) - # needed (\$5/each         NIC Provided Chairs (95 available) - # 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         Sound Design / DJ Name and Contact Info<	Dropping off Items Before	e Event Date – (\$50) Yes / No		
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.         Store Hall with Galleries open for viewing.         Store Y Center.         Store Y Remove (\$25) / Play (\$100) (The renter is responsible for contacting the musician.)         Bryce Hall Artwork - Leave / Remove (\$100)	Picking up Items After Ev	ent Date (Per Day) – (\$50) Yes / N	0	
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	Refundable Damage Dep	oosit: (\$250)		
landings and stairs.         Bryce Hall			m. There will be \$250.00 surcharge should you run	
<ul> <li>Bryce Hall with Galleries open for viewing</li></ul>		urry Gallery rentals include: hallwo	ys, kitchen, sculpture garden, 2nd and 3rd floor	
McMurry Gallery\$5,000 per day     The Santilli Library / Board Room	• Bryce Hall		\$600 for 4 hours/\$1200 for 8 hours	
The Santilli Library / Board Room	• Bryce Hall with Galleri	es open for viewing	\$650 for 4 hours/\$1300 for 8 hours	
Discovery Center	McMurry Gallery	\$5,000 per day		
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) - # 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	• Discovery Center		\$250 (up to 4 hours) / \$100 per each additional hour	
NIC Provided Cocktail Tables (10 available / incl. either black or white tablecloth) - # needed (\$5/each NIC Provided Chairs (95 available) - # 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		· · · · · · · · · · · · · · · · · · ·	sponsible for contacting the musician.)	
NIC Provided Chairs (95 available) - # 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	NIC Provided 6' Rectang	ular Tables (20 available / incl. eitl	ner black or white tablecloth) - # needed (\$5/each)	
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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	NIC Provided Chairs (95	available) - # needed (\$	I/each)	
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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				
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