



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) - # 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._____