



BOOKING POLICY

LARAMIE COUNTY EVENTS DEPARTMENT

REVISED: SEPTEMBER 2024



GENERAL POLICY

The Event Center at Archer is a 110,000ft² event facility owned and operated by Laramie County, Wyoming. The Event Center at Archer's primary objective is to support Laramie County's mission of growth and development by providing diverse events and activities that enhance the quality of life in the community, and produce a positive economic impact to Laramie County.

BOOKING CONTROL

The Laramie County Events Department (Laramie County Events/LCE) exercises booking control of the facility.

EVENT BOOKING CRITERIA

Laramie County Events reserves the right to accept, modify, refuse or terminate bookings in accordance with this Policy. Therefore, when evaluating potential events, Laramie County shall give consideration to the following factors:

- The level of economic impact to the community
- The projected revenue to the facility
- Seasonal factors/Time of year
- The potential of repeat bookings
- Client's performance with respect to prior events at this event center or similar facilities

ADDITIONAL BOOKING CONSIDERATIONS

- Based on event needs and setup, the Laramie County Events Department will determine size of space needed to effectively host the event.
- The Laramie County Events Department may also determine additional security, emergency personnel, or janitorial services are required.

RENTAL TERMS

OPERATIONAL/RENTAL PERIOD

- Hours of operation are from 6:00 AM to 11:59 PM. All set-up and teardown activities shall be done within the hours of operation.
- Event hours cannot be scheduled prior to or after this period without the approval of Laramie County Events.
- Additional time will be subject to an Overtime Fee of \$100 per hour. Overtime Hours may not be scheduled earlier than 4:00 AM or later than 2:00 AM. Usage beyond the Overtime Hours will result in the full rental fee for an additional set-up/teardown day.
- There will be an added cost for any additional Move-In or Move-Out days. The Move-In/Move-Out rate will be based on space availability and event needs.

RENTAL FEE INCLUDES

- One setup of the facility according to layouts discussed beforehand, general lighting, heating, air conditioning and reasonable custodial service.
- Optional equipment, AV/IT services, and Food & Beverage may be obtained at additional costs.
- Parking and limited WiFi are complimentary.



RENTAL APPLICATION PROCESS

APPLICATION WINDOW

- From September 1st through December 31st, interested renters will be permitted to submit an application for the new booking year. The new booking year will be the year beginning one full calendar year from the close of the application window.

EXAMPLE

Application Window	Booking Year
September 1 - December 31, 2024	January 1 - December 31, 2026
September 1 - December 31, 2025	January 1 - December 31, 2027
September 1 - December 31, 2026	January 1 - December 31, 2028

REVIEW PROCESS

- In January following the closing of the Application Window, submitted applications will be reviewed.
- Events Director will configure the calendar of the new Booking Year, with events designated as **"HOLD"** status
- Effort will be made to accommodate applicant's preferred event dates.
- In the event two or more applicants request the same dates, the Events Director will contact the applicants to find potential alternate dates.
- If alternate dates cannot be agreed upon, the County Commissioners will make the final decision on the schedule.
- In February, rental agreements and cost estimates will be sent to all **HOLD** status events, these events will be moved to **"ISSUED"** status.
- An event will only be considered **"CONFIRMED"** once Laramie County Events has received the signed estimate, deposit, signed contract, and the contract is fully executed by Laramie County. A **CONFIRMED** status ensures the date(s) and room space(s) are secure.
- Final schedule of the new Booking Year will be posted on March 1st.
- Beginning March 2nd, remaining open dates within the Booking Year will be filled on a first come, first served basis.

TIMELINE





SCHEDULING STATUS

HOLD

- A “Hold” status puts a hold on the date(s) and space(s) as requested by client. No contract has been issued, signed, or executed; no deposit received; and event date(s) and space(s) are not secured.
- During a “Hold,” an Event Estimate will be sent to the client to verify date(s) and space(s) and provide an estimated total for the event. The Event Estimate is not a binding contract, however, a signature will serve as acknowledgement of anticipated costs.
- The Event Estimate will also provide a “Response Date”. If, by the specified Response Date, a signed Event Estimate is not received, the space(s) and date(s) will be released with or without notice.
- The estimated cost in the Event Estimate is only valid prior to the Response Date. Pricing may vary on any subsequent Event Estimate produced.
- A “Hold” status does not guarantee the date(s) or space(s). Date(s) and space(s) will not be secured until a contract is fully executed and deposit is received.

ISSUED

- An “Issued” status will be applied to an event after the client signs the Event Estimate and a contract has been issued. The Laramie County Events contract is legally binding, and should be carefully reviewed before being signed. Breach of contract may result in cancellation of future events.
- A Non-Refundable deposit equaling 25% of the estimated event total will be due with the return of the signed contract. Date(s) and space(s) will not be considered without the designated deposit and signed contract.
- A payment schedule will be set within the contract. The payment amounts and dates are determined based on the date the event was booked and the date on which the event occurs.
- The contract will provide a due date of thirty (30) days after issue in which the signed documents and deposit must be received in order to process the submission. This protects the Laramie County Events Department against loss from sudden or short-term cancellation of an event for which a contract has been issued, but not executed.
- If a signed contract and deposit is not received by the scheduled contract due date, the date(s) and room space(s) may be released with or without notice.
- For the first thirty (30) days after an “Issued” status is granted, the date(s) may not be challenged by any secondary parties. After the first thirty (30) days, other clients may challenge these dates using the Challenge procedure listed under “Challenges to Holds or Events Contracted Without a Deposit.”

CONFIRMED

- A “Confirmed” status is applied to an event once Laramie County Events has received the signed estimate, deposit, signed contract, and the contract is fully executed by Laramie County. A “Confirmed” status ensures the date(s) and room space(s) are secure.
- Once the event is at a “Confirmed” status, next, it is the responsibility of the client to meet terms of contract, payment amounts, and timelines. Failure to meet these terms may result in cancellation of the event.

SCHEDULING OF OTHER EVENTS

- Laramie County Events may schedule and contract with other events in parts of the facility or grounds which are not part of the client’s agreement.
- Laramie County Events may schedule and contract for similar events both before and after the dates of a client’s agreement without notice to the client, unless otherwise specified in writing in the contract.



DEPOSITS

The rental deposit establishes the client's commitment to license the space(s) on the specified date(s). The Laramie County Events' non-refundable deposit is 25% of the estimated total of the event and must be returned with the signed contract and estimate and is required to fully execute the contract.

An additional payment of 50% of the estimated total of the event must be posted at least thirty (30) days prior to the first rental day. All deposits received in advance of the event are applied to the final amount due. Laramie County Events' standard payment schedule is detailed in the following chart:

PERCENTAGE PAYABLE	PAYMENT DUE DATE
25%	With the signed rental contract
50%	Thirty (30) days prior to first rental day
Remaining Balance	Thirty (30) days after the final rental day

CHALLENGES TO HOLDS

- When a date is held by a prospective client on a "Hold" basis, or a contract has been issued but no deposit received, then the following challenge procedure may be initiated by a second client interested in the date(s) and space(s) in question. Challenges may not be made within the first thirty (30) days of the "Issued" status.
- The client challenging the date and space must notify the Laramie County Events Department in writing of the challenge. They must also provide the signed contract, event estimate, and 25% deposit.
- The Laramie County Events Department will then inform the first client that a challenge for the date and space has been received.
- If the first client wishes to secure the date(s) and space(s), then they will have five (5) business days after notification of the challenge, to either:
 - Post the deposit amount as specified in their contract and return the signed contract (if not previously done), or
 - Release the date and space hold.
- If the first client elects to secure the date and space, then the second client's deposit may be applied to secondary dates or will receive a full refund of their deposit.
- If the first client does not secure the date and space within the required time, then the second client receives the date(s)/space(s), as the event estimate, contract, and deposit will have already been received.



CANCELLATIONS

- All deposits are non-refundable. In the event of a cancellation, all deposits are retained by the Laramie County Events Department.
- The Laramie County Events Department must be notified by the client, in writing, of an event cancellation.
- Events that have been confirmed and later cancel, may be inhibited from booking future events or may be required to post higher deposit amounts, at the discretion of the Laramie County Events Department.

PAYMENT

The Laramie County Events Department accepts: Business/Personal checks and Major Credit Cards for payment of fees. Any additional processing fees incurred with the use of a credit card are the responsibility of the client.

Please make checks payable to: Laramie County

BOOKING POLICY

LARAMIE COUNTY EVENTS DEPARTMENT



BOOKING APPLICATION FORM

BUSINESS / ORGANIZATION INFORMATION

First Name: _____ Last Name: _____

Company/Organization: _____

Email Address: _____

Phone Number: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Organization Type: Commercial Non-Profit Private

Government 4-H/FFA

Have you had an event with us before? Yes No

EVENT INFORMATION

Event Name: _____

Event Type: Banquet Convention Livestock

Trade/Consumer Show Meeting Sporting

Other (please specify): _____

Requested Event Space (select all that apply): Main Floor Prefunction

Campbell Room Ross Room Dirt Barn

Preferred Date(s): Move In: _____ Event: _____ Move Out: _____

1st Alternate Date(s): Move In: _____ Event: _____ Move Out: _____

2nd Alternate Date(s): Move In: _____ Event: _____ Move Out: _____

Expected Attendance: _____ Is it open to the public? Yes No

Will tickets be sold? Yes No Will alcohol be served? Yes No

Additional Information: _____

Applicant Signature: _____ Date: _____

