



Town of Alpine Civic Center Rental Rules & Responsibilities

Please read each item, initial, and sign as acknowledgement of your agreement and understanding of the rules and responsibilities of renting the Civic Center.

1. _____ Reservation times are determined by the calendar day (example: **7:00 AM to 11:00 PM**)
2. _____ The responsible individual in charge will lock, secure, and vacate the premises by 12:00 PM. Failure to do so will result in loss of your security deposit.
3. _____ **Noise:** All amplifying devices shall be kept at such a level as not to disturb the surrounding residences. All noise will end by 11:00 PM and the Civic Center will be locked no later than midnight. If the Town of Alpine receives noise complaints, you will be asked to stop the noise immediately and if you do not comply, you will be required to end the event immediately and vacate the Civic Center and will lose your security deposit.
4. _____ The Town Municipal Officer or Lincoln County Sheriff may come and go in the Civic Center during any event and represent the Town of Alpine. If they recognize any problems and request that said problems be corrected, you will be required to comply with the request immediately. Failure to comply with the request will result in the loss of your security deposit.
5. _____ **Alcohol use in the Civic Center:** Alcohol may be served or allowed only if such was indicated on the rental agreement signed by the town office. If it was not indicated on the approved rental agreement, the presence of alcohol on the premises shall be deemed a violation of the agreement and of the policies and rules. If alcohol is to be served or allowed, the responsible person signing the rental agreement shall be personally responsible for seeing that all laws relating to the serving or use of alcoholic beverages are obeyed. Alcohol may be served and consumed inside the building, except for special outdoor events. If you hire alcohol served/catered at your event they must be licensed and insured. They must also come to the Town Council Meeting and get a catering permit for that date.
6. _____ No equipment is to be taken out of the building, such as: tables, chairs, etc. unless previously authorized and/or rental agreement has been obtained.
7. _____ No holes in the walls (such as: nails, tacks, staples, etc.).
8. _____ Building is to be left **clean inside** and **outside** when your function is over (**Refer to cleanup sheet**).

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- 9. _____ Please report any problems and or damage, ***immediately***, so that the Town may address it.
- 10. _____ The Civic Center is a ***SMOKE FREE*** building and will remain that way. **(No smoke or fog machines if the fire department responds as a result of a smoke or fog machine you will forfeit your deposit)**
- 11. _____ The Civic Center will be inspected. Any problems, damage, or failure to comply with these criteria will result in forfeiture of your deposit and you may not be allowed to use the Civic Center in the future.
- 12. _____ Keys are the property of the Town of Alpine. They shall be returned to the Town of Alpine Information office on the first business day following the event. Key holders understand that if they do not return the key a charge of \$100.00 will be billed to the key holder’s credit card with an additional daily fee of \$10.00 until the key is returned.

The Civic Center will hold a maximum of **188 people (As per State Fire Marshall)**, anything over that is illegal and may be grounds for terminating your use of the building. When bringing in additional cooking appliances please make follow the regulations of the appliances. The Town of Alpine will not be responsible for damage caused by outside appliances.

All needed supplies will be supplied by the individuals holding the event, (such as: dinnerware, utensils, napkins, beverage cups, serving utensils, hot plates, serving plates, dish cloths & towels etc.) the Town of Alpine does not furnish **any** supplies.

We appreciate all your help in keeping the Civic Center available for rental use. If you have any questions or comments, please feel free to call the Town office, at the number listed below, or stop by the office at any time.

Thank you,
Town of Alpine Staff

NAME of RESPONSIBLE PERSON: _____

MAILING ADDRESS: _____

PROPERTY ADDRESS: _____

PHONE NUMBER: _____ RESERVATION DATE & TIME: _____

TYPE OF ACTIVITY: _____

Will Alcohol be served at this event? _____

PERSON RESPONSIBLE FOR CLEAN UP:

CONTACT NUMBER:

PLEASE NOTE: If you rearrange or move items within the Civic Center, when you are done, they need to be put back in their proper place.

I _____, have received, read, and understand the rental agreement package. I agree to fully comply with the information I have received and understand failure to do so will result in the loss of my security deposit.

NAME: _____

DATE: _____

For office use only:

KEY # ASSIGNED: _____

ELIGIBLE FOR LOCAL DISCOUNT OF 25%: YES _____ NO: _____

RENTAL AMOUNT: _____ DEPOSIT AMOUNT: _____

DATE: _____ DATE: _____

DATE OF RETURN DEPOSIT: _____