CODY AUDITORIUM, CODY CLUB ROOM, KITCHEN

PUBLIC FACILITIES AND EQUIPMENT RENTAL MANUAL

CITY OF CODY
WYOMING

Building Availability:

Welcome to the City of Cody Parks, Recreation & Facilities Department. We are excited to provide enhanced customer service opportunities such as park reservations and facilities rentals. Refer to this guide and if you have additional questions, please don't hesitate to call for any and all of your event needs!

The Auditorium, Club Room, and Kitchen are available for rental by calling the Cody Recreation Center at 307.587.0400. The City of Cody will work with you to coordinate the equipment and space you require for your event. During your event, a staff person will be available by cell phone at 307.899.0922 to assist you.

Contracts, Other Information:

We require pertinent information regarding events so that our staff can organize and prepare for your event. Most events can be coordinated with a minimum of telephone contact and on site review. We suggest that as soon as possible after the event is booked we schedule a preliminary meeting to discuss needs and review the contract. City staff will be available for follow-up meetings.

Contracts for events can be issued up to one-year prior to the event. However, in cases where information is not available, the contract may not be prepared until all necessary information regarding needs and charges are determined. Please note that our contract prices are reviewed annually, with a new fee schedule implemented in July of each year if authorized by the City Council. A current fee schedule is available from our staff.

Representative is responsible for any damage to buildings or equipment. Contracts for the use of the Cody Auditorium and equipment are between the City of Cody and the event coordinator. Sub leases of the facility and/or equipment are not permitted.

Safety:

Safety of the public is our primary concern at all times. Therefore, if a representative shows noncompliance with staff requests to resolve a safety concern, the City of Cody may take steps to address the concerns including, however not limited to, having an event evacuate the facility or refusal to rent the facility to the representative for future use. No refunds will be given to event organizers when the event is closed for safety concerns.

Insurance:

Events are encouraged to carry liability insurance naming the City of Cody as Co-insured or additionally insured. Depending on the nature of the event, insurance may or may not be mandatory at the discretion of the Parks, Recreation, and Public Facilities Director.

Other Information:

a. This guide highlights all areas and equipment available for rental. Any additional staff necessary will be added to the rental charge.

b. Reservations are secured when **payment and paperwork** is received by the appropriate Cody Parks, Recreation & Facilities staff. All paperwork for facility rental must be completed before the scheduled reservation.

c. Facilities may be rented at the discretion of the Director or appointed designee.

d. There may be an administrative charge to any cancelled facility reservation.

e. User is responsible for replacement fees established by the City of Cody for any damages or lost items.

f. Proof of required permits for catering and/or alcohol distribution is required prior to final approval of reservation. The Representative is required to obtain a malt beverage permit from the City of Cody if they wish to sell beer. If selling hard liquor, the Representative must have an establishment with a liquor license transfer their liquor license to the Auditorium for the duration of the event. Permits can be purchased at City Hall.

g. Arrangements with exhibitors and caterers will be made by the Representative. If items are not removed within a reasonable time the City shall retain the power to remove any goods, wares, merchandise or other property which may remain on said properties and the City is hereby expressly released from any and all claims for damages of whatever nature.

h. Hearing impaired sound devices are available at the Cody Auditorium and City Hall. Please reserve this special equipment 24 hours in advance.

i. All fire lanes must be a minimum of 48” and must remain open throughout the event. All fire exits must be unobstructed for their full width.

j. If it is necessary to employ outside assistance in the handling of equipment of the Representative, this employment will be at the expense of the representative.

k. In renting any facility to said Representative, the City of Cody does not relinquish the right to control the management thereof, and the City will enforce all necessary and proper rules of the management and operation of the same.

l. Vehicles are not allowed on sidewalks or turf areas.

m. Any exterior signage affixed to the building or on the property must be preapproved by the public facilities staff.

n. As required by fire code and enforced by the Park County Fire District #2 No combustible decorations (i.e. straw, hay or trees) or open flames are allowed, **including candles.**

USE POLICIES:

50% discount is available to users or groups that set-up and removes all chairs and tables.

a. Customer is responsible for transportation of equipment for off-site rentals.

b. The user must clean areas immediately after use. Cleaning must include: Removal of all items / trash from floor, fixtures, as well as tables, chairs if applicable. Removal of all food and beverages, and clean-up of all spills. Trash deposited in appropriate receptacles and area is set-up like it was before usage.

c. Cleaning deposit may apply and be kept by the City of Cody if after the event the facility is not left in the same condition that it was found.

d. All City Facilities Are Non-Smoking

Reservation and Equipment Availability:

Advance reservations for the Cody Auditorium, Cody Club Room, and Kitchen are required. Consecutive and on-going reservations may tentatively be scheduled and will be considered on a case-by-case basis. The City of Cody reserves the right to approve or disallow all rentals.

For additional charge, the City of Cody also offers a variety of rental equipment in order to ensure that your event is successful. Tables, chairs, televisions, projectors, public address systems, podiums, pipe & drape and other items are available for rent at this facility.

PERMITS – ALCOHOLIC BEVERAGES: (Alcohol is prohibited at all City facilities without proper permits).

OPEN CONTAINER PERMITS

Open Container Permits do not apply at the Cody Auditorium facilities.

24-HOUR MALT BEVERAGE PERMIT

- This application is for a malt beverage (beer) permit authorizing the sale of malt beverages only at public gatherings within the City of Cody, (W.S. 12-4-502A). No person OR organization shall receive more than a total of 12 malt beverage permits at the same premises in any one year. No alcoholic liquor other than malt beverages may be sold on the premises authorized by this permit, and no malt beverages may be sold or consumed off the premises.
- Every applicant issued twenty-four hour malt beverage permit by the provisions of this article shall pay in advance, the sum of ten dollars ($10.00) at City Hall 1338 Rumsey Avenue in Cody.
- Please contact City Hall for additional information at (307) 527-7511 or stop by 1338 Rumsey Avenue in Cody.
- Alcohol may not be served to or consumed by minors under the age of 21.

24-HOUR CATERING PERMIT

- This application is for a permit, issued to any retail liquor license holder within the City of Cody. This catering permit authorizes the sale of both alcoholic and malt beverages for sales at meetings, conventions, private parties, dinners or at other similar gatherings within the City of Cody, (W.S. 12-4-502A). No person OR organization shall receive more than a total of 24 catering permits for sales at the same premises in any one year. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverages off the premises described in this permit.
- Every applicant issued a twenty-four hour catering permit by the provisions of this article shall pay in advance, the sum of fifty dollars ($50.00) at City Hall 1338 Rumsey Avenue in Cody.
- Please contact City Hall, 1338 Rumsey Avenue, or by calling 307.527-7511.
- Alcohol may not be served to or consumed by minors under the age of 21.

FOOD PERMITS

- Please contact the State Health Inspector. A temporary food permit is required for any event selling and serving food and/or beverages in a public facility. Please contact Wyoming State Department of Agriculture - Consumer Health Services @ 307.777.7321.

Rentals Fees – Rates Apply to Commercial & Non-Commercial Events

Cody Auditorium, Clubroom, and Kitchen

Cody Auditorium $375 per event

- Event defined - Suggested set-up ½ day, event day, tear down ½ day
- Add'l consecutive extra days $100 per day
- Consecutive on-going reservations may tentatively be scheduled. Non-peak times will be considered on a case-by-case basis. The City of Cody reserves the right to approve or disallow.
- No charge for government rate except for equipment rental and staff time.
- Additional costs may also apply for other equipment, staff needs, or permits

Cody Clubroom $100 per event

- Event defined - Suggested set-up ½ day, event day, tear down ½ day
- Add'l consecutive extra days $50 per day
- Consecutive on-going reservations may tentatively be scheduled. Non-peak times will be considered on a case-by-case basis. The City of Cody reserves the right to approve or disallow.
- No charge for government rate except for equipment rental and staff time.
- Additional costs may also apply for other equipment, staff needs, or permits

Clubroom Kitchen $100 per event

- Event defined - Suggested set-up ½ day, event day, tear down ½ day
- Add'l consecutive extra days $50 per day
- Consecutive on-going reservations may tentatively be scheduled. Non-peak times will be considered on a case-by-case basis. The City of Cody reserves the right to approve or disallow.
- Additional costs may also apply for other equipment, staff needs, or permits

Equipment

Tables, 3' x 6', $3.50

Tables, 3'x 8', On-Site Rentals Only, $3.50

Round Tables, 5', On-Site Rentals Only, $3.50

Chairs, $5.50 per dozen

Bleachers, $45 each per event

Overhead Projector W/ Screen, $17 per event

TV / VCR On-Site Rental Only, $17 per event

Pipe & Drape, On-Site Rental Only, $2 per Ln. Ft.

10 x 10 Booth, Table, 2 Chairs On-Site Rental Only, $30

Outdoor Electricity (20 amp 100 volt) $28 per day per receptacle

Lift Rental, On-Site Rental Only, $75 per hour– includes fully loaded wages for two City Staff to operate. *Only City Staff is authorized to operate the lift and it is available only at the Cody Auditorium.*

Cleaning Costs if Necessary $25 per hour

*50% discount on tables and chairs for groups that set and remove all chairs and tables.

- **PLEASE NOTE THAT OTHER FEES NOT SHOWN MAY BE APPLICABLE.**

Representative agrees to abide by the policies and rules regulating to the use of any City of Cody facility and equipment and agrees to pay for any damages, missing equipment and maintenance incurred from such use.

_____ _____

Date *Signature*

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Cody Parks, Recreation, and Public Facilities Designee