



Town of Alpine

Mayor:
W. Kennis Lutz

Council Members:
Adam Farnsworth
Justin Fritz
Jeremy Larsen
Larry Rosenwinkel

Town of Alpine Civic Center Reservation Sheet

Please read and sign below for agreement of these rules. You must initial beside each of the following rules:
Rules:

1. ____ Reservation times are determined by the calendar day (**example: 7:00 AM to 11:00 PM**)
2. ____ A Town of Alpine official or Municipal Officer will unlock the Civic Center and the responsible individual in charge will lock, secure and vacate the premises by 11:00 PM.
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 11:00 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.
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.
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. ____ There are no cooking devices allowed inside the Civic Center other than the appliances already provided in the kitchen. Use of any other devices will be deemed a violation of this contract.
8. ____ No holes in the walls (such as: nails, tacks, staples, etc.).
9. ____ Building is to be left **clean inside** and **outside** when your function is over (**Refer to cleanup sheet**).
10. ____ The Civic Center will be inspected when it is locked for improper use.
11. ____ Please report any problems and or damage, **immediately**, so that the Town may address it.
12. ____ The Civic Center is a **SMOKE FREE** building and will remain that way.
13. ____ 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.

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.

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E-mail: alpine-melody@silverstar.com or alpine@silverstar.com • Website - www.alpinewy.org

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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: _____

ADDRESS: _____

PHONE NUMBER: _____ DATE & TIME TO RESERVE: _____

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 read and have received a copy of the rental agreement package and will do what is required in order to receive a **full refund of my deposit**

NAME: _____
(Print)

DATE: _____

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For office use only:

RENTAL AMOUNT: _____ DEPOSIT AMOUNT: _____

AMOUNT PAID: _____ AMOUNT PAID: _____

DATE: _____ DATE: _____

DATE OF RETURN DEPOSIT: _____