



WEDDING VENUE AGREEMENT

This Agreement is made effective as of _____, by and between the Grand Encampment Museum (GEM) and **NAME** (a.k.a **TITLE**).

The GEM and the Wedding Party agree as follows:

1. Date and Location

The wedding is planned for **DAY OF WEEK, MONTH DATE, YEAR**, at _____ pm. The GEM will reserve this day for the event.

Photos of the Wedding party are welcome around the museum grounds on the wedding day.

The wedding ceremony is planned to take place **LOCATION ON MUSEUM GROUNDS**. The reception is **LOCATION**.

The Wedding Party is responsible to request permission from the Town of Encampment if the ceremony, reception, parking, etc., is on town property.

Other details and information pertinent to the GEM:

If plans change, the wedding party will let the GEM Director know ASAP. The changes will be documented as addendums to this agreement.

2. Set Up and Take Down

Set up can occur on museum grounds on for **DAY OF WEEK, MONTH DATE, YEAR**. **Vehicles are discouraged on museum lawns**. Access to the museum grounds via a dirt road off of 6th Street and can drive next to the Livery Building and the Webber Springs Forest Service Cabin in order to unload and load chairs, tables, etc. Access can also be via the field south of the irrigation ditch and on the south side of the caboose.

The Wedding Party will provide all equipment, chairs, tables, decorations, etc. for the ceremony.

The Wedding Party will clean the ceremony site of all trash, decorations, etc.

The equipment, chairs and decorations should be removed from the lawn after the ceremony and as soon as possible.

The GEM staff available can help set up and take down, however this is not guaranteed.



3. Power Source

An outdoor power source is available to use during the ceremony and the reception. Power cords will be provided by the Wedding Party.

Communication with the GEM Director prior to the event is necessary regarding the amount of electricity needed to ensure the power supply is viable. Depending on the need, there may be an associated cost for electricity.

4. Miscellaneous

Guests of the wedding party are encouraged to be museum visitors before and after the ceremony. Extra staff will be on site to provide tours and/or be stationed at buildings for wedding guests. Photos on GEM grounds are encouraged!

The Wedding Party understands that the museum will not close for this private event; however, GEM staff will request non-wedding visitors to respect the private event.

The Wedding Party will encourage their guests to use the park bathroom facilities, which is near the Doc Culleton Building (Main Gallery).

The Wedding party is allowed to use the museum facilities to use restroom and prep for ceremony.

5. Donation

A donation is requested to host event. The cost will cover costs of utilities, extra staff, and potential loss of visitor donations who may be deterred to visit the museum during the event.

Donation Structure:

- \$100 minimum for up to 100 guests
- \$150 for over 100 and up to 150 guests
- \$200 for over 150 and up to 200 guests
- \$250 for over 200 and up to 250 guests

Based on the number of guests attending the event, the full amount is requested **DAY OF WEEK, MONTH DATE, YEAR**. The check should be made to the Grand Encampment Museum.

6. Hold Harmless Statement

I, my heirs, successors, personal representatives and assigns do hereby agree not to sue and do knowingly and intentionally forever waive, release and discharge Grand Encampment Museum, Inc (GEM) along with its members, managers, employees, agents, lessors, officers, directors, insurers, representatives, or affiliates from any and all claims, causes of action, liabilities, suits, expenses or damages of any kind or nature (hereinafter collectively referred to as "Claim") whether direct, indirect or derivative which are related to, arise out of, or are in any way connected my use of the property and facilities provided to me by GEM for my wedding activities. The only exception to my release and discharge is for gross negligence or willful or wanton misconduct by the GEM or its



representatives. I also agree to defend, indemnify and hold harmless said GEM and the other persons or entities referenced herein from any Claim by me or my family, guests, estate, heirs, personal representatives, successors or assigns. I understand my agreement to defend, indemnify and hold harmless GEM includes all expenses, costs and attorney’s fees.

7. Changes or Cancellation

Please inform the GEM Director of any changes to plans or cancellation of the event.

POINT OF CONTACTS:

Tim Nicklas, Director
Grand Encampment Museum
PO Box 43
Encampment, WY 82325
Museum -- 307.327.5308

- NAME
- TITLE
- ADDRESS
- PHONE NUMBER
- EMAIL

By signing this Agreement, I understand that it contains the entire agreement of the parties above listed as “Point of Contact”. There are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the GEM and (Wedding Party).

_____ Date: _____
Tim Nicklas, GEM Director

_____ Date: _____
NAME