

Fort Caspar Museum Rental Fees for Outdoor Spaces:
Centennial Park, Fort Caspar Park, & Fort Grounds

These basic park fees guarantee exclusive use of the defined park area, providing written permit is approved and appropriate fees/deposits are paid in full no later than one week prior to the requested date(s). Groups must have possession of the permit during usage. Parks may generally be reserved between the hours of 8:00 a.m. & 10:00 p.m. (seasonal irrigation schedules at some parks begin at 9:00 p.m. and end at 8:00 a.m., and restrooms are closed October through April). ***There is no publicly-available power source in the parks or on the Fort grounds; a generator is recommended.***

Park Rental for Half Day (up to 4 hours)

Rental Type	Rental Fee (plus \$1.50 Per Person Usage Fee when Museum is OPEN)	BEER CONSUMPTION PERMIT	REFUNDABLE DAMAGE DEPOSIT
Private Party	\$50.00	No Cost but permit required	\$50.00
Public Event	TBD	TBD	TBD

Park Rental for Full Day (above 4 hours)

Rental Type	Rental Fee (plus \$1.50 Per Person Usage Fee when Museum is OPEN)	BEER CONSUMPTION PERMIT	REFUNDABLE DAMAGE DEPOSIT
Private Party	\$100.00	No Cost but permit required	\$50.00
Public Event	TBD	TBD	TBD

1. The Per Person Usage Fee is a \$1.50-per-guest charge and is unique to the parks overseen by Fort Caspar Museum. It is to be paid in addition to the basic rental fee for the park space at times when the Museum is open. The fee allows event guests to access the Museum building and exhibits, its facilities, and the Fort grounds. It is to be paid on the day of the rental at Fort Caspar Museum.
2. Beer Consumption Permit: There is no fee for beer consumption only. *However, notification of consumption is required at the time of the reservation*, and Fort Caspar Museum staff will forward a request for approval to the Casper Police Department (allow one week for approval). For events that charge a fee for beer or plan to consume any alcohol other than beer, a special permit is required and may be obtained in advance from the City Finance Department at City Hall.
3. Refundable Damage Deposits must be paid at Fort Caspar Museum in advance and will be returned after a post-event inspection of the space. Any damage incurred will be repaired by the City of Casper and charged to the client.
4. Private functions involving more than 200 people, or functions open to the public, or functions that involve amplified music must be approved by the Museum staff and the Casper Police Department.
5. If a function involves the need to drive stakes into the ground or to drive vehicles in the park, the applicant or his/her representative must meet with Parks Department staff to determine where vehicles or stakes will be allowed. Parks Department may be reached at (307) 235-8281.
6. Insurance Certificates
 - a. Private functions involving more than 200 people, and/or functions which are open to the public require a Certificate of Insurance for established organizations and businesses that carry liability insurance. A copy will be provided to Fort Caspar Museum staff prior to the event.
 - b. The certificate must list the City as additionally insured and be in the amount of \$250,000 per occurrence or \$500,000 aggregate.