

SHOSHONE ROSE



CASINO & HOTEL

REQUIREMENTS TO HOLD ROOM

Deposit must be paid in full to guarantee the date of the event is to be scheduled. Your room reservation is confirmed upon receipt of the **\$200** security deposit paid by cash, check, debit. Upon completion of the contract the rental party will have exactly 7 days prior to the event to pay room cost and equipment fees otherwise the contract will then be void and the date will no longer be secured, and the client will forfeit the initial deposit.

SECURITY DEPOSIT

A security deposit of **\$200** is required to reserve the conference rental space. If the room is left in good clean condition, undamaged and the equipment is fully operational, the full deposit will be refunded. If the room needs deep cleaning or equipment requires repair due to negligence on behalf of the rental party, or paint/wallpaper has been damaged, a portion or all the deposit will be retained by SRC&H for repair cost. Any damages or repairs that exceed the \$200 security deposit shall be responsible by the rental party. (See final settlement)

FINAL SETTLEMENT

A final statement will be sent to you for any incidental charges incurred. The statement will reflect the total charges, less payments received. Payment shall be due fifteen (15) days from statement date.

CANCELLATION POLICY

Cancellations must be in writing/e-mail and received fifteen (15) days prior to the function for a full refund. Written cancellations received fewer than fifteen (15) days prior to the function will receive a 50% refund. (Security deposit will be fully refunded).

FINAL PAYMENT

Final payment for the guaranteed number of guests must be paid in a full 7 days prior to the scheduled event. All additional charges, such as adding guests above the guaranteed count, shall be paid immediately following the event.

Conference Room Rental Agreement

Shoshone Rose Casino & Hotel
5690 US-287, Lander, WY 82520
(307)206-7000

Adopted: 03/18/2025

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OPERATIONAL CONDITIONS

1. Business Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m.
2. Registration will be the responsibility of the person/organization renting the facility.
3. A room layout must be provided at least seven (7) days prior to the function (if set up/clean up is acquired) to allow for set-up time. The room is to be left in the same layout as requested.
4. Advertising will be the responsibility of the person/organization renting the facility. No advertising or individual promotion will be done by SRC&H, i.e., SRC&H will not email, fax, post, nor distribute information or fliers.
5. Sub-letting of the room is not permitted.
6. No outside equipment may be used without the prior written consent of the Banquet Coordinator. Any leftover food not consumed will not be permitted to leave the premises according to the health code.
Initial: _____ (If SRC&H Caters the event)
7. The SRC&H is a drug-free facility.
8. Smoking is prohibited in conference rooms and within twenty (20) feet of the building entrance.
9. SRC&H will not assume responsibility for personal injuries, theft, property damage, loss of merchandise or articles, or any other liability that may be incurred during the use of their facilities and Renter agrees to release indemnity and hold SRC&H harmless.
10. Renters are responsible for any damage to the facility and/or contents or fixtures. All damage must be reported to SRC&H staff immediately.
11. This agreement is subject to applicable federal, state, tribal and local laws including health and safety codes, alcoholic beverage control laws and disability laws. The parties agree to cooperate with each other to ensure compliance with such laws.
12. Casino and Hotel parking is available on a complementary basis for registered guests and meeting attendees.

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	Rental Type	Half Day (5 hours)	Full Day (8am-10pm)
Rental Fee's	Security Deposit (Refundable) Cash, Check, Debit, Credit		\$200
	Event Space Rental Rental cost per day or per half day	\$250	\$400
	Setup/Cleanup Fee Setup/Cleanup cost		\$50
Additional Services	Audio/Video Rental Not available for personal/private parties. Corporate Events Only.		\$25
	Bar Services SRC&H provides bartender services and alcohol for purchase.	\$100	\$200
	Alcohol SRC&H does not provide open bar.	Charged per item at event.	
	Catering Services Dishes, Silverware, Buffet Setup, Wait Staff	\$100	\$200
	Food Costs Catered food prices will be listed under your Quote to reflect pricing. (See Catering Menu)	Market Price	

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Rental Agreement

Event Information

Date of Event: _____

Person Requesting Event: _____

Organization: _____

Phone Number: _____ E-Mail: _____

Address: _____

City, State, Zip: _____

Contact Person for Event: _____ Phone Number: _____

Number of Attendees: _____ (125 Room Capacity)

Half Day (5 Hours) **Full Day** (8am-10pm)

Event Time Start: _____ Event Time End: _____

Event Time Start: _____ Event Time End: _____

Event Time Start: _____ Event Time End: _____

Event Time Start: _____ Event Time End: _____

What type of event will you be holding: _____

Audio Video Equipment:

- Projector/Screen
- PA System with Wireless Microphones
- Chromebook
- Podium
- White Board
- Flip Chart
- Guest Wi-Fi always available (No Charge)

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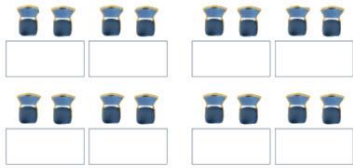
SHOSHONE ROSE

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Room Setup

Table Style _____

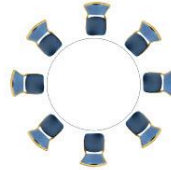
1. Classroom



2. Theatre



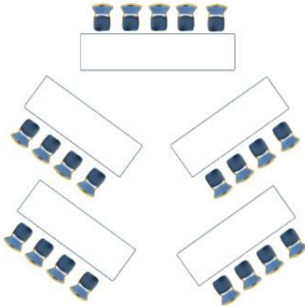
3. Banquet



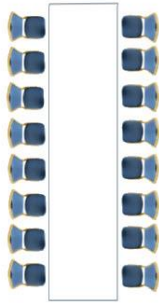
4. Cabaret



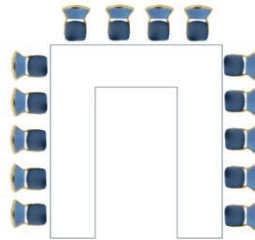
5. Herringbone



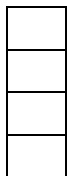
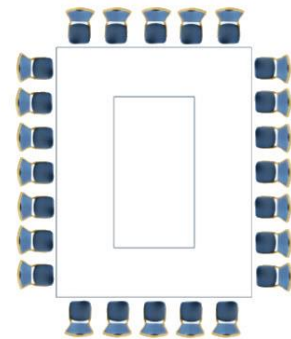
6. Family Style



7. Horseshoe



8. Hollow Square



Head Table or Instructor Tables at front.

Tablecloths.

Bar Services.

Catering Services.

If you select Catering Services, we will provide you with our catering menu.

Special Instructions:

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AGREEMENT

Signing this contract/agreement constitutes approval and acceptance of all details stated herein. This agreement must be signed and returned to SRC&H at least fifteen (15) days before the date of function.

This agreement will be valid and binding upon acceptance and execution by SRC&H Events Coordinator (A signed copy will be forwarded to you).

Approved/Accepted by:

_____/_____/_____
Print name of Responsible Party Signature Date

Approved/Accepted by:

_____/_____/_____
Print name of SRC&H Representative Signature Date

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