



WYED

West Yellowstone Economic Development Council, Inc.

WYED Center 2018 Rental Information

WYED Center Overview

Large meeting/ event area: Open space area 18' x 39'6", 711 sq. ft. Seats about 40 classroom style with tables. Seats about 60 theater style without tables. Wi-Fi access. Use of chairs, 6' and 8' tables, 60" television monitor or projector and screen, portable white board and flip chart. View area at www.wyed.org
Access to central sitting area, food preparation area w/ ample counter space, sink, 2 fridges, electric stove/oven, microwave, toaster, coffee maker, crockpots, electric skillet, griddle, pots and pans, dishes and silverware for up to 40 people, utensils, knife set, unisex restroom, separate men's and women's restrooms with 2 showers each.

Small meeting/ event room: Enclosed room 12' x 24'6", 294 sq. ft. Seats about 20 classroom style with tables. Seats about 30 theater style without tables. Wi-Fi access. Use of chairs, 6' and 8' tables, 60" television monitor, or projector and screen, wall mounted white board. View room at www.wyed.org
Access to same areas as listed above for large meeting/ event area.

Level 1 Rate Schedule- Community Events

Community events are defined as events in which the renter intends to inform, educate, celebrate or entertain attendees without charge. These events may be private or public. Charitable events in which the proceeds, after expenses, go entirely to support a charitable cause are considered community events.

Large meeting/ event area: 7:00AM - 10:00PM Daily

_____ \$ 75/ 2 hour time period

_____ \$125/ day

Small meeting/ event room: 7:00AM - 10:00PM Daily

_____ \$ 40/ 2 hour time period

_____ \$ 75/ day

Security Deposit: \$75. Reserves the room or building for the event, covers any unpaid rent, fees and any costs associated with additional services including cleaning. Deposit will be refunded within 14 days after event if renter has no outstanding rent, fees, or additional service costs.

Level 2 Rate Schedule- Commercial Events

Commercial events are defined as events in which the renter intends to make a profit through the sale of goods or services or charges a registration or admission fee to attendees. This does not include charitable events in which the proceeds, after expenses, go entirely to support a charitable cause.

Large meeting/ event area: 7:00AM - 10:00PM Daily

_____ \$100/ 2 hour time period

_____ \$150/ day

Small meeting/ event room: 7:00AM - 10:00PM Daily

_____ \$ 65/ 2 hour time period

_____ \$100/ day

Security Deposit: \$100. Reserves the room or building for the event, covers any unpaid rent, fees and any costs associated with additional services including cleaning. Deposit will be refunded within 14 days after event if renter has no outstanding rent, fees, or additional service costs.

Additional Information- www.wyed.org

Location: The WYED Center is located at 239 Firehole Ave. (the corner of Highway 20 and Electric St.) in W. Yellowstone, MT. It's a multi-use building and central location for WYED operations. Also, it's home to the Yellowstone Studies Center that offers support services for elementary classes through college and university classes and other educational groups who take part in experiential teaching and learning in Yellowstone Park.

Contact for rental: John Greve 406-580-1520 jmg533g@gmail.com

Keypad combination to building entrance doors: Entry to the building via the front or side doors requires a number combination to be entered into a keypad door lock. Renters will receive a combination from a WYED member via email shortly before their arrival or in person if being met at the Center by a WYED member.

Rental times: Two hour or daily rental period(s) can begin as early as 7:00AM and end as late as 10:00PM.

Rental fees include: Space, chairs, tables, and equipment listed in Overview. Fees do not include catering, table cloths or decorations. These are to be provided by the renter, caterer or other third party.

Set up and tear down times: Rental reservation times are inclusive of the set up or prep time, tear-down or close down, clean up time and planners, caterers, and anyone else involved in the event that will need to have access to the building prior to or after the event. Please recognize this when reserving event time periods. WYED Board members will monitor the building during regular business hours Mon.-Fri. and as necessary during evening hours and weekends.

Rents due: No later than 24 hours prior to event. Payable by check to WYED via mail or in person or by credit card via phone or in person w/ a WYED member.

Clean up: WYED and/or the meeting/event caterer are responsible for cleaning dishes, tables, floors, areas, restrooms and trash disposal.

Note: The WYED Center is a multi-use building. There's an occupied 2nd floor business office in the Center and an apartment above the meeting/ event rooms. Also, there's a small caterer/boxed lunch business that utilizes an enclosed food prep room between the small and large meeting/ event areas. This business has shared use of the food prep area and adjacent unisex bathroom. Employees gain access to the prep room from as early as 5:30am until as late as noon during the summer days. Boxed lunch customers pick up lunches throughout the morning. Some catering business activity may occur in the early evening hours.

Liability: WYED doesn't provide any type of liability or event insurance for renters.

Additional requirements: If applicable, visit the town offices to obtain information on the proper documents to hold your event, i.e. a Business License, Special Event Permit, Exposition License, Resort Tax collection or bond payment, Certificates of Insurance, etc.



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WYED Center 2018 Rental Agreement

Renter Information

Individual, Organization or Business:

Event:

Date(s) of Event:

Time(s) of Event:

Contact Person:

Address:

Phone:

Email:

Rate Information

Large conference/ event area total 2 hour rent due:

total daily rent due:

Small conference/ event room total 2 hour rent due:

total daily rent due:

Security Deposit:

Total Due:

Payable by check to WYED PO Box 190 W. Yellowstone, MT 59758 or by credit card

Contact Person Signature:

Date:

WYED Member Signature:

Date:

Electronic signatures okay. Email Agreement to John Greve: jmg533g@gmail.com