

RESERVATIONS, BOOKINGS, AND PAYMENTS

- No hold will be placed on a date without a deposit.
- A refundable \$350.00 **Reservation Fee/Damage Deposit** and a signed **Rental Agreement** will secure your reservation.
- Fifty-percent (50%) of the total **Rental Fee**, in addition to the \$350.00 **Reservation Fee/Damage Deposit**, is required at the time of the contract signing.
- The remainder of the **Rental Fee** is due four (4) weeks prior to the event.
- All due dates are stated on the **Rental Agreement** and in the confirmation letter you will receive when it is sent to you for signing.
- If an event is canceled, the Nicolaysen Rental Coordinator must receive written notification from the renter four (4) weeks prior to the scheduled event. The fifty-percent (50%) **Deposit** will be refunded if this notification is received.
- Credit cards, checks, or cash are accepted. Checks are to be made payable to the Nicolaysen Art Museum & Discovery Center. They are to be delivered or mailed to:

Lori Klatt, Nicolaysen Rental Coordinator
400 E Collins Dr
Casper WY 82601
- Failure by the renter to pay any fees by their due dates will be grounds for cancellation by the Nicolaysen Art Museum & Discovery Center.