

Wyoming Frontier Prison Special Event & Use Policy

The Wyoming Frontier Prison has several areas available for public use. These include the grounds, cafeteria, and cell blocks. In order to protect and maintain the integrity of the Historic Site, replenish supplies after the increased demand of special events, pay utilities and ensure the site has been returned to its' like condition in time for tours the day following any event, appropriate fees will be charged.

Two (2) weeks prior to the desired day of the event, a brief written description of the event is required. This document should include the type and nature of the event, projected attendance, when the event will begin and end, any extra time required to prepare the facilities for the event and the nature of those preparations, and what areas of the facility the host organization plans to utilize for the event. Any additional information that can be provided upon the submission of the written description would also be appreciated. Any event where alcohol will be served will require special approval by the Old Pen Joint Powers Board.

The Wyoming Frontier Prison has limited bathrooms available for use. If the projected attendance of the event exceeds 100 people, the hosting group will be responsible for providing portable facilities based on the projected attendance (1 per 100 people, minimum).

Limited bathrooms are available in the WFP Administration Building during regular business hours for \$25 per day. If an event will last past regular business hours (Monday- Friday 8am to 5pm) The group will be required to provide portable facilities.

The following fees will be charged for the use of any part of the Wyoming Frontier Prison facility:

\$100.00 Refundable deposit*

\$100.00 Non-refundable use fee (per day)

*In order to be eligible for a refund of the \$100.00 deposit, the Historic Site must be left in the same or better condition of cleanliness that it was found prior to the event. Upon completion of the event, the area used will be inspected by the Historic Site Director or designated representative of the Wyoming Frontier Prison. If the area is found to be cleaned to the satisfaction of the Historic Site Director or the WFP representative immediately after the event or prior to the first tour the following day, the \$100.00 deposit will be returned at that time.

If an organization hosts an event at the Wyoming Frontier Prison for which an admission or booth fee is charged, 10% of those fees or charges will be paid to the Wyoming Frontier Prison, in addition to the other fees, for use of the site.

If an organization hosts an event at the Wyoming Frontier Prison that features concessions or the sale of food, 10% of the proceeds will be paid to the Wyoming Frontier Prison, in addition to the other fees, for use of the site.

Tours for members of the hosting organization will be discounted during the event: \$4 per person*

*No additional discounts will be honored (senior discounts, AAA, etc.)

If an event lasts past midnight, there will be a charge of \$25 per hour for every hour or part thereof after midnight that WFP Staff must remain on site.

These fees may be waived at the discretion of the Wyoming Frontier Prison Historic Site Director after consultation with the Old Pen Joint Powers Board.