



**CITY OF LARAMIE ICE & EVENT CENTER**

**3510 E. Garfield St. Laramie, WY. 82070**

Phone: (307) 721-5265

Fax: (307) 721-5284

TDD (307) 721-5295



**Ice & Event Center – Party Package Reservation**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Birthday Boy/Girl's First name: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_ Approximate age of attendees: \_\_\_\_\_

Contact information for the adult who will actively supervise all participants during the event, if different than above:

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of event: Date \_\_\_/\_\_\_/\_\_\_ Day of week \_\_\_\_\_ Start Time \_\_\_\_\_

**Deadline for Reservations:**

Party Packages must be reserved a minimum of 10 business days (M-F) in advance. Every effort will be made to accommodate your reservation; however, scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via email. Refunds will be issued for reservations that cannot be accommodated.

Email completed reservation request to: **landEinfo@cityoflaramie.org**

1) Choose a package:

Ice Skating Season – **September-Mid-March**

\_\_\_#1 Two hour party room rental, 10 admissions and skate rentals, 10 gift bags with ice passes to use at a later date. Must be scheduled during Public Skate times. (\$105)

\_\_\_#2 Two hour party room rental, 10 admissions and skate rentals, 10 gift bags with ice passes to use at a later date, cheese pizza and drinks for 10. Pizza will be delivered during the first 30 minutes of your reservation. Must be scheduled during Public Skate times. (\$150)

Roller Skate Season – **April-August**

\_\_\_#3 Two hour party room rental, 10 admissions and roller skate rentals. Must be scheduled during Public Skate times. (\$74)

\_\_\_#4 Two hour party room rental, 20 admissions and roller skate rentals. Must be scheduled during Public Skate times. (\$115)

\_\_\_#5 Two hour full facility rental, 20 admissions and roller skate rentals, and a bouncy house. Private use of building. (\$195)

Please read and initial:

***Every effort will be made to accommodate your reservation, however scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via email. This usually takes about 5 business days. Refunds will be issued for reservations that the City cannot accommodate.***

\_\_\_ Each party includes a set number of skating admissions and skate rentals. Additional attendees are welcome to purchase admission to the facility and additional food and drinks.

\_\_\_ This form is only for private party reservations at the Recreation Center and Ice & Event Center that DO NOT involve the following: open container/alcohol permit, sale of goods or services, including tickets & raffles, special security/safety considerations, public events. If you need one of the above listed you will need to fill out the Comprehensive Form for Facility Reservations.

\_\_\_\_ This serves as an agreement that the applicant and authorized officer of the sponsoring organization, if any, agree to reimburse the city for any costs incurred by the City in repairing damage to city property occurring in connection with the event proximately caused by the actions of the event holder, its officers, volunteers, employees or agents, or any person who was under the event holder's control. Agreement also provides that the event holder shall defend the city against, and indemnify and hold harmless, the city, its officers, employees, volunteers and agents from all causes of action, claims or liabilities occurring in connection with the event, except those which occur due to the city's sole negligence.

\_\_\_\_ All advertising copy including the words, "Laramie Community Ice & Event Center," or "Laramie Community Recreation Center," or any combination thereof, must be approved by Parks & Recreation Staff prior to use. This includes, but is not exclusive to, live or recorded radio or television broadcasts, and print materials including newspaper, flyers, tickets or brochures.

\_\_\_\_ Photographs may be taken by Laramie City Parks & Recreation staff, or agents thereof, and will become the sole property of the City of Laramie and may be used for promotional purposes.

\_\_\_\_ Pursuant to Laramie Municipal Code, Chapter 8.04.010 if food is being served to the public and there is a charge, a proper food license is required. Contact the Environmental Health Specialist at 721-5283.

\_\_\_\_ Laramie Community Ice & Event Center and Laramie Community Recreation Center agrees to furnish general lighting and electricity from the permanent fixtures and outlets in the building, water for normal usage in the building, existing garbage containers and dumpsters, and normal janitorial services prior to occupancy. However, a failure to furnish any of the foregoing because of circumstances beyond the Parks & Recreation Department control shall not be considered a breach of reservation agreement. All concession equipment is the sole property of the City of Laramie, and will not be used by event holder unless expressly agreed in writing below. An additional fee may accompany use of concession equipment.

\_\_\_\_ Agents, volunteers, assistants, or employees of Parks & Recreation and the City of Laramie reserve the right to have free and unfiltered access to all areas of the parks, buildings and grounds at all times.

\_\_\_\_ Parks & Recreation also reserves the right to set occupancy limits for events as required by approved building and fire codes for the City of Laramie. Fire lanes and exits must remain clear at all times. A walk-through with the Laramie Fire Department and Police Department prior to the event may be required.

\_\_\_\_ No long-distance phone calls or internet connections to the City's internal internet will be made from any Parks & Recreation phone or data lines, and no one will be permitted in Parks & Recreation offices without expressed consent of Parks & Recreation staff. Please be prepared for your event. Reservation fees do not cover charges for faxes, copies, etc.

\_\_\_\_ Refusal of a facility use permit: Pursuant to Laramie Municipal Code, Chapter 12.48.080; Within fifteen days after receipt of an application, the director of the city parks and recreation or designee shall issue the facility use park permit or shall apprise the applicant in writing of his reasons for denying a facility use park permit, and any aggrieved person shall have the right to appeal in writing to the city manager or designee, within fifteen days after the date of such refusal, who shall consider the application under the standards set forth in Section 12.48.040 and sustain or overrule the director of the city parks and recreation or designee decision within fifteen days after receipt of the notice of appeal. The decision of the city manager or designee shall be final.

**Additional Fees for attendees over the package maximum:**

Admission/Skates/Gift Bag:  
\$10 per person

Pizza & Drinks:  
\$10 per pizza, includes 4 drinks

**Payment Information**

**Refundable with approval:** Facility Charges: \$ \_\_\_\_\_ cash \_\_\_\_\_ check \_\_\_\_\_ credit card

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Internal Use Only:**

\_\_\_\_ Reservation form received: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_ Reservation put into RecTrac \_\_\_\_\_ Customer emailed by staff \_\_\_\_\_ Original forms filed in party binder  
\_\_\_\_ Sign in sheet attached at party conclusion, return to Front Desk