



Mattie Goff-Newcombe Conference Center

***The Casey Tibbs South Dakota Rodeo Center & Mattie Goff-Newcomb Conference Center
is a versatile space providing opportunities designed to fit your event requirements.***

The Event Facility has

- ↪ Event seating for
 - 180 attendees at round tables (8 per table)
 - 90 attendees at 6' x 18" (4 per table)
 - 230 attendees with theater seating (chairs only)
 - 300 attendees for stand-up receptions (no tables)
- ↪ Wireless Internet in event area
- ↪ Built in projection system – able to connect laptop
 - Projection system has built in DVD and VCR equipment
- ↪ Stereo sound system with both handheld or lavalier microphone
- ↪ Catering kitchen equipped with dishes, flatware, and glassware
- ↪ Free admission to regular museum hours for event participants
- ↪ Wine & Beer License always available
 - One-day hard liquor license available with six-week advance notice
- ↪ Ample parking with easy access -- buses welcome
- ↪ Options for single or multiple day/evening events

↪ ***The most beautiful view of the Missouri River from
historic Verendrye Drive in Ft. Pierre.***

Base Rental Fee for Event Area

❖ During Regular Business hours

- ↪ ½ Day **\$ 300**
- ↪ Full Day **\$ 500**

❖ During Non Business hours

- ↪ **4 to 6 hours** (setup, event, and tear down by 11 pm) **\$300 to \$500***
- ↪ **6 to 12 hours** (multiple days for setup, event, and tear down by 11 pm) **\$500 to \$1,200***

* Charges based on event needs and requests prior to and day of event; review agreement for additional terms.

Rental Agreement: includes set up/tear down of tables and chairs; use of projector, screen, and microphones; ice water station.

<p>Event date(s):</p> <ul style="list-style-type: none"> • Set up • Event start • Event end (must end by 11 pm) <p>(Center on Central time)</p>			
<p>Renter</p> <ul style="list-style-type: none"> * Business Name and/or Primary Contact Name * Business Number and/or Cell Number 			
Mailing/billing address			
Email address			
Secondary contact & phone			
Event purpose			
<p>Please Note and Initial: _____</p> <ul style="list-style-type: none"> • A 50 percent deposit is due at the time of scheduling to guarantee reserved times/dates; unless otherwise arranged. • Events canceled 45 days or more prior to scheduled date are eligible for a 50 percent refund. Events cancelled 44 days and less prior to scheduled date, client will forfeit deposit. • Set up, events, or tear down exceeding the agreed upon time frames subject to \$100 an hour fee; after midnight \$200 an hour. • Additional fees may be assessed should excessive damage cleaning required caused by attendees. • Renters' items must be removed from the Rodeo Center after the event unless other arrangements have been made. • Items left in Event Area during normal business hours are not secure and Center is not responsible for damage or loss. • Security Deposit for large events may be required at the discretion of Casey Tibbs Rodeo Center staff. • No 'flame' decorations allowed. 			

Event set up:

<p>Number of Attendees:</p> <ul style="list-style-type: none"> • Provide count two weeks prior to event to allow for supply purchase, proper set up, etc. 	
<p>Registration/Guest book area</p> <ul style="list-style-type: none"> • Location, size of table, number of chairs, etc. 	
<p>General seating set up (classroom, U shape, square, or theater/chairs only)</p> <ul style="list-style-type: none"> • 6 ft / 18 in (narrow) (# of tables) • 6 ft / • 8 ft / • Rounds 	

Podium / speaker table(s) <ul style="list-style-type: none"> • Placement (center, offset of screen) • number of chairs, projector & screen, microphone, etc 	
<ul style="list-style-type: none"> • Other table needs and location 	
Linens: additional \$3 per table cloth (black or white)	
Please Note and Initial: _____ <ul style="list-style-type: none"> • If food items are consumed during event, additional linens may be necessary and require additional fee. 	

Beverage fees:

- Coffee, hot water/tea bags, lemonade, and/or ice tea = \$2 a person per break.
- Pop = \$1 a can (for small meetings, this can be a on the honor system (basket for person to purchase a can)

Time(s) & day(s)				
Beverage(s)				
Other				

Catering – for coordinating set up only. **Board policy: Meals and hot foods must be catered by licensed food venders.**

Caterer and phone number	Bryan is catering
Set up Time	
Table(s) & location	

Please Note and Initial: _____

- Caterer supplies, paper ware, plastic utensils, napkins, etc.
 - If CTRC dinnerware is used, fee of a \$1 per place setting.
- Caterer must supply staff for setting up food, serving, and cleaning up. If caterer wants a set down meal served in specific manner, they must provide staff.
- Caterer supplies all serving dishes and utensils.
 - Facility is not set up to cook foods. Warming ovens only available. Small refrigeration unit available.
- Caterers using the kitchen and serving area must clean up areas and leave in same condition as when started.
 - A \$20 per hour, per CTRC staff person will be charged if additional cleaning is necessary.
- Please notify of special needs or food allergies with final count; the Center cannot assure noncontamination of food.

Additional staffing for large or after hour events

Wait staff if dinnerware is used or renter wants tables refreshed based on schedule: \$20 an hour and based on	
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timing	
Security: <ul style="list-style-type: none"> • security personnel per 75 people • \$30 per hour per security 	
Bartenders: <ul style="list-style-type: none"> • 1 bartender per 50 people • \$20 per hour per bartender <ul style="list-style-type: none"> ○ Add 1 hour for setup/down 	
Wine & Beer	
Hard Liquor - Specific brands requested: <ul style="list-style-type: none"> • Must be requested at least 6 weeks prior to event. • FEE: 	

Billing worksheet

	Estimate at initial arrangement	Actual <small>(after event)</small>	Notes
Space rental			
Table Linens <small>(page 3)</small>			
Beverages <small>(page 3)</small>			
Dinnerware <small>(page 3)</small>			
Staffing <small>(page 4)</small>			
Hard Liquor license			
Deposit amount			
Deposit method			
Deposit date			

I hereby acknowledge and agree to indemnify and hold harmless, the Casey Tibbs South Rodeo Center, its successors or assigns against all suits, actions, claims, demands, or damages that arise from actions, services, or products provided to guests during the rental period.

Signed and Agreed:

(Client Name/ Organization)

(Date)

(Casey Tibbs South Dakota Rodeo Center)

(Date)

