

EVENT GUIDELINES

Revised 02/2010

Trail End State Historic Site ■ 400 Clarendon Avenue ■ Sheridan, Wyoming 82801

Phone: 307-674-4589 ■ Fax: 307-672-1720 ■ Email: admin@trailend.org ■ Website: www.trailend.org

Thank you for considering the Trail End State Historic Site as the location for your upcoming event. With plenty of natural greenery and a spectacular view, Trail End is a beautiful facility for an outdoor wedding, concert, reunion or catered dinner. With your cooperation, we hope to keep it that way.

Before you make your final plans, there are several restrictions and conditions of which you should be aware. Trail End will not be held responsible for any misunderstandings based on your misinterpretation of these guidelines or your failure to read them, so we recommend reviewing each guideline carefully. If there are issues you don't understand or would like to discuss, please don't hesitate to ask prior to the day of your event.

IF YOUR EVENT IS A WEDDING, PLEASE NOTE THE SPECIAL WEDDING GUIDELINES ON PAGE 2.

SCHEDULING: To schedule your event, please contact the Trail End Guilds at 307-674-4589. Saturdays are very popular for weddings and parties, and are usually filled early. To avoid confusion, we try not to book two events for the same day – especially weddings – so it is best to make your decision early.

RESERVATIONS: When you call, we will pencil in the date and send you an Event Reservation form by mail, fax or email attachment (you may also download the form from our website). After we receive the completed form and the requested reservation fee, we will consider the date confirmed. If we do not receive confirmation within two weeks of initial contact, we will open the date up to other requests.

COST: There is a \$50 reservation fee for all events held on the grounds, regardless of size, set-up, grounds location or time of year. Reservation fee monies go to the Trail End Guilds, Inc., a non-profit organization dedicated to the preservation and promotion of the Trail End State Historic Site. Until we receive the reservation fee and completed form, your reservation is not confirmed.

REFUNDS: The full reservation fee is refundable if your event is canceled ten days or more prior to the scheduled date. No refunds will be made for cancellations made within ten days of the event, including those made because of inclement weather.

DAMAGES: You will be held financially responsible for any damages caused by disregarding these guidelines. This includes (not limited to) damage to historic features, flowers, trees, sidewalks, lawns, and underground sprinkler systems. You are also required to abide by all State Parks & Historic Sites Rules and Regulations. These regulations are available for viewing at Trail End and at our website.

MUSEUM DAILY USE FEES: In compliance with the Wyoming State Parks & Historic Sites Fee Program, everyone aged eighteen or older will be charged a daily use fee in order to enter Trail End (the Kendrick Mansion). Contact the museum for the current fee schedule. Children under 18 will be admitted at no cost, but a paying adult must accompany them. It is up to you to let your event guests know about these fees.

RESTROOMS: Restrooms and drinking fountains are for use by museum patrons only. They are not available on the Trail End grounds. If you are hosting a large event, we recommend renting portable facilities and placing them near the City land on Delphi Avenue. Portable outhouses may not be placed on any lawns, gardens, driveways or sidewalks located on the Trail End State Historic Site grounds.

WEATHER: Without exception, weddings and other events cannot be held inside the Kendrick Mansion. THIS IS NON-NEGOTIABLE. Because there is always the chance of bad weather, you should make arrangements for either a tent or an alternate location.

HOURS: Trail End's grounds are available for use between sunrise and nightfall. All summertime grounds events must conclude by 9:00 p.m. or one-half-hour before nightfall, whichever comes first.

LOCATIONS: You must choose a location for your event at the time you make your reservation. If you cannot visit the site in person, look at the locations highlighted on our website's Virtual Tour (look for the wedding bell icons). For most events, we recommend either the southeast corner of the grounds near the winding paths or the southwest corner near the orchard. Both areas offer plenty of shade and scenic beauty. The east, west and north driveways may not be used for events; they must remain clear of obstructions at all times.

ROSE GARDEN/SUNDIAL AREA: Because of the high potential for damage, this area may only be used for small events of twenty guests or less. Please keep young children out of the gardens.

PORCHES: Small events (twenty guests or less) may be held on the north or south porches of the Kendrick Mansion. Except for very brief photo sessions, the east porch may not be utilized for an event at any time during which the mansion is open for tours. Please check with site staff for the site schedule at the time of your event. Furnishings located on these porches may not be relocated without permission of Trail End staff.

CARRIAGE HOUSE: Small events of forty guests or less may be held in the Carriage House Courtyard. Events will not be scheduled in the Courtyard on evenings when the Sheridan Civic Theatre Guild is holding auditions, rehearsals or productions in the facility. The Carriage House Theatre (including its restrooms, water and electrical services) is not available to rent for non-theatrical events.

FURNISHINGS/EQUIPMENT: You must supply your own tables, chairs, arches, podiums, tents, sound systems and other furnishings and equipment. Neither Trail End nor the Trail End Guilds have these items available for public use.

ARCHES/CANOPIES/TENTS/DANCE FLOORS: Please check with site personnel in advance before deciding whether or not to set up a tent, canopy or archway. Our underground sprinkler system runs close to the surface and is easily damaged by stakes and poles. If you do not consult with site staff prior to your event, you will be held liable for any damages that may occur as a result.

ELECTRICITY: Without exception, Trail End will not provide electricity for lights, sound systems, musical instruments, catering equipment, etc. There are no exterior outlets available, and extension cords may not be run from any of the site's structures. **THIS IS NON-NEGOTIABLE.**

MUSIC: Trail End is located in a residential neighborhood. Any music played or performed as part of your event must be kept at a reasonable sound level and must cease by 9:00 p.m. You may not use Trail End outlets to power any sound systems.

SET-UP/CLEAN-UP: Tables, chairs, arches, tents, etc., may be set up no sooner than two hours before the event and dismantled no later than two hours after the event. We do not provide on-site security. You will be responsible for arranging site clean up, including litter, flowers, programs, rice bags, water bottles, etc. A vehicle may park in the east or west circular drive during set-up and clean-up only.

CATERING: If you plan on having your event catered, please have your caterer or event planner contact the Guilds or Trail End site staff as soon as possible to review electrical and water restrictions.

PARKING: We request that all your guests park on Delphi, Victoria, Clarendon or Pioneer. Those guests requiring handicapped access may park in the two available spaces in the west circular drive. Although one vehicle may be parked near the edge of the east drive (on the pavement) for use by a departing wedding couple, no other parking is allowed on site grounds.

ALCOHOL & FIREARMS: Use of alcohol and firearms (loaded or unloaded) is not permitted on any portion of the Trail End grounds without written permission of the Site Superintendent. This includes champagne toasts. Because insurance and other documentation are required by the State's Risk Management Office, requests for alcohol and firearm waivers must be submitted in writing at least three months prior to the event. There is no guarantee that a waiver will be granted.

SMOKING: Smoking is not allowed in or around any Trail End structures except in the Carriage House Courtyard. Please provide ashtrays for any areas on the grounds in which smoking will take place.

OPEN FLAMES: Open flames such as tiki torches, oil lanterns and candles are not allowed on the Trail End grounds. The only exception is the temporary lighting of a "unity candle," used as part of a wedding ceremony.

VISITORS: Because Trail End is a popular state historic site, many people visit each day, particularly on Saturdays in the summer. Be prepared to have your event observed by these visitors.

SPECIAL WEDDING GUIDELINES:

REHEARSALS: Rehearsals must be scheduled. There is no extra fee for the rehearsal, but it must be scheduled in order to avoid conflict with other events. Please let us know approximately how many people will be involved.

PHOTO SESSIONS: Please let us know if/when you will be taking wedding pictures on the grounds, and how many people will be involved. There is no charge for wedding photos, but we need to know in order to avoid conflict with other events.

BIRDSEED VS. RICE: We would prefer that your guests throw birdseed instead of rice. Rice will be allowed, however, as long as decorative bags are picked up afterwards (this applies to the bags holding birdseed as well). Paper or plastic confetti is not allowed.

DRESSING ROOMS: All members of the wedding party must come dressed and ready to go. Rooms in the Kendrick Mansion and/or Carriage House Theatre are not available for use as dressing rooms under any circumstances. **THIS IS NON-NEGOTIABLE.**

HORSES/DOVES/BUTTERFLIES: Please advise staff as soon as possible if you plan to have a carriage pick up, or if you want to release doves or butterflies as part of your ceremony. You must clean up after all animals immediately.

FINALLY: Don't worry about the Black Turkey Vultures living in the Silver Poplar trees on the southeast corner of the property. They're big and dark and fly around a lot in the evening, but they haven't carried anyone off ... yet! Please respect their right to be in the trees; do not attempt to dislodge them with excess noise, projectiles, etc. If you leave them alone, they'll leave you alone.

Just because the above list is long, please don't think that we are trying to discourage you from having your event at Trail End. We simply want to prevent any misunderstandings by ensuring that everyone is informed about what is permitted and what is prohibited. Again, neither the Trail End Guilds nor the Trail End State Historic Site will be held responsible for misunderstandings based on your misinterpretation of these guidelines or your failure to read or comply with them. If you have any questions about the above regulations, please contact the Trail End site superintendent at 307-674-4589 prior to the day of your event.

Good luck with your plans! If we can provide any other information, please don't hesitate to ask.