



Campbell County Public Land Board (CAM-PLEX)
1635 Reata Drive, Gillette, WY, 82718
307-682-0552 | www.cam-plex.com

LEASE AGREEMENT

This Agreement is dated March 04, 2026 by and between Campbell County Public Land Board, referred to as **CAM-PLEX**, and **CC School District**, referred to as **LESSEE**. CAM-PLEX grants a permit for LESSEE to occupy **Energy Hall Conference Rooms , Gallery, South Lobby** for the specified event stated below and for no other purpose. CAM-PLEX may withdraw if not returned by 4 pm on Friday, March 27th, 2026.

CCSD Training

VENUE RENTAL								
Date	Time	Room	Rate	Qty	Price	Subtotal	Discount	Total
4/6/2026	All Day	Energy Hall	Standard	1	\$250.00	\$250.00	-\$0.00	\$250.00
		Conference Rooms						
4/6/2026	All Day	Gallery	Standard	1	\$175.00	\$175.00	-\$0.00	\$175.00
						Subtotal		\$425.00
						Rental Total		\$425.00

**Expenses for equipment, labor and tech are based on actual utilization and are not included in the facility rent.*

OPERATING POLICY: The CAM-PLEX Operating Policy, is attached, or enclosed herewith, and made a part hereof. The LESSEE hereby agrees to comply with all requirements contained therein, as well as honor all stipulations regarding same. Non-compliance with any item(s) stated in said Operating Policy will be just cause for cancellation and/or refusal of the date by facility management. If there is any conflict between this Lease Agreement and the Operating Policy, the Operating Policy shall prevail.

CERTIFICATE OF INSURANCE: LESSEE shall furnish a Certificate of Insurance in which waives all rights of subrogation against Campbell County Public Land Board (CCPLB), AND names CCPLB as an additional insured in the following amounts of Combined Single Liability (CSL): Performance/Public Event: \$1,000,000 (For Profit Users); \$500,000 (Non-Profit Users); or \$500,000 for Non-Performance Events (all Users), The CSL Certificate shall be submitted to CAM-PLEX no later than 10 days prior to the first date of use. CAM-PLEX reserves the right to cancel an event if CSL Certificate not received as required.

DEPOSIT: All deposits are non-refundable. The deposit is a damage and performance deposit. CAM-PLEX may use all of any of the deposit to repair any damages to the property, other than normal wear and tear. LESSEE shall be provided a written itemization of all damages that exceed the deposit and shall pay the same to CAM-PLEX upon written demand. LESSEE is required to pay one hundred percent (100%) of anticipated expenses prior to the beginning of the event. Fifty percent (50%) of estimated expenses returned with signed lease agreement. Balance due 14-days prior to move-in. Payment forms include cash, checks (payable to CAM-PLEX), VISA, or MasterCard. A finance charge of 1½% per month will be charged on balances over 30 days plus collection costs, and reasonable attorney’s fees, if required. Some events, usually when alcohol is being served, may require a larger deposit.

EXCLUSIVE POURING RIGHTS: CAM-PLEX has an exclusive pouring rights agreement with WY Beverage, Inc., (Pepsi-Cola Distributing), 2201 East Boxelder, Gillette, WY, 307-685-2404, that provides benefits to further CCPLB mission. LESSEE agrees to purchase all beverages to be sold in and on CAM-PLEX Facilities directly from WY Beverage, Inc. LESSEE also agrees to ensure all vendors or anyone using space shall follow this exclusive pouring rights policy. If LESSEE is giving away waters or drinks with no monetary benefit, these products do not need to be purchased from WY Beverage, Inc. LESSEE shall pay any and all damages sustained by CAM-PLEX resulting from the breach of this clause.

FOOD/BEVERAGE SERVICES: CAM-PLEX retains exclusive rights to all concessions operated at CAM-PLEX. LESSEE must inform CAM-PLEX of all food and liquor concession plans. All food operators must meet the WY Department of Agriculture Food Establishment License Requirements (State Health Permits), including caterers, concessionaires, and booth vendors. Cooking of fried foods outside of the concession rooms is not allowed. CAM-PLEX reserves the right to close any concession or liquor service area for cause.

FORCE MAJEURE: Neither party shall be liable for failure to perform under the Lease Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God and the public enemy, civil disturbance, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

INDEMNIFICATION: LESSEE shall INDEMNIFY, SAVE, AND HOLD HARMLESS CAM-PLEX Management, Campbell County Public Land Board, City of Gillette, Campbell County Commissioners, and all employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from the event. LESSEE assumes all risk in the event of damage to property and loss by theft or otherwise of the fixtures, appliances, or other property of the LESSEE, its exhibitors, contestants, performers, employees, and no claim will be made against CAM-PLEX, Campbell County Public Land Board, City of Gillette, Campbell County Commissioners, or all employees, agents and volunteers of each. This agreement may be terminated by CAM-PLEX if the premises leased shall be destroyed or become unusable because of fire, or any other cause. LESSEE waives any claim, damages or compensation which might arise by reason of such termination.

STAFF RIGHT OF ENTRY: Any identified CAM-PLEX employee or official of CAM-PLEX will have free access to any and all parts of facilities leased or occupied by LESSEE.

This agreement cannot be assigned, pledged, or encumbered without the written approval of CAM-PLEX Management. No verbal representation or promise of any nature, not covered by this agreement, has been made by either party to the other.

LESSEE understands the Addendum, referred to as the Operating Policy of the CCPLB for CAM-PLEX is part of this Lease Agreement, and LESSEE agrees to the terms of the Operating Policy.

The signatory of the LESSEE hereto warrants that he/she has due authority to do so and can make financial and event decisions on behalf of the LESSEE. IN WITNESS WHEREOF the parties hereto have signed and agree to all terms and conditions stated on this agreement, including the addendum referred to as the Operating Policy of the CCPLB for CAM-PLEX.

The following attached documents are incorporated as a part of this agreement;

ATTACHMENT A: Cam-Plex Operating Policy

ATTACHMENT B: Event Order

ATTACHMENT C: Event Proposal

LESSEE:

Richard L. Danforth March 11, 2026
Signature Date

Richard L. Danforth

Print Name

CAM-PLEX:

Aaron Lyles March 11, 2026
Aaron Lyles, Executive Director Date

EVENT CONTACT:

Mary Ann
PO Box 3033, Gillette, WY 82717
3076898298
mmichael@ccsd.k12.wy.us

RD

August
2023

OPERATING POLICY for CAM-PLEX Multi-Event Facilities

1635 Reata Drive
Gillette, WY 82718

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THIS ADDENDUM IS MADE A PART OF THE MAIN LEASE AGREEMENT

DEFINITIONS

CAM-PLEX Multi-Event Facilities (CAM-PLEX) is overseen by the Campbell County Public Land Board (CCPLB).

An **Event** is defined as any activity taking place on grounds with public or private attendance.

Event times (or show times) are referred to the advertised or posted time when the public or private attendees are present for an event. This does not include any pre-event or post-event use times.

A **Lessee** is any business, organization, or individual renting a portion of CAM-PLEX for a designated period of time relating to an event.

A **Service Provider** is any business providing services on the facility, such as food and beverage caterer, concessionaire, liquor provider, pipe & drape, etc.

A **Lease Agreement** is required for all uses of the Facility.

A **Show** is referred to as any ticketed private or public performance where one or all of the following may be required: ticketing services, staging, or technical needs. A performance may also be deemed a show by CAM-PLEX Management. A Show will abide by all event policies and procedures and additional requirements may apply. The Venue Fee applies to all shows or as otherwise determined by CAM-PLEX Management.

VENUE FEE

CAM-PLEX will retain \$1.00 for every ticket priced up to \$10.00 and \$2.00 for every ticket priced \$10.01 and above. Advertised price must include venue fee. The venue fee may not apply to non-profit organizations and banquets.

ADVERTISING

Publicity for an event may not begin without a fully executed lease agreement. Signs, show bills, posters or any other advertisements may not be displayed at CAM-PLEX without prior permission. CAM-PLEX sponsorship or co-sponsorship may not be included unless it has been arranged in writing in advance, and promotional materials have been approved by CAM-PLEX.

AIR CONDITIONING/HEATING

As full-time practitioners of energy conservation, and to keep our fees low, we provide air conditioning and/or heating during event hours only.

ALCOHOL/BEVERAGES

Alcoholic beverages must be coordinated through CAM-PLEX. Please note the State of Wyoming and the City of Gillette regulates the sale and service of alcoholic beverages. Additional security may be required for events where alcohol is served.

CAM-PLEX has an exclusive pouring rights agreement with Wyoming Beverage, Inc. (Pepsi-Cola Distributing), 2201 East Boxelder, Gillette WY, 307-685-2404, that provides benefits to further the CCPLB mission. Lessees agree to purchase all beverages to be sold in and on CAM-PLEX facilities directly from Wyoming Beverage, Inc. Beverages are defined as non-alcoholic drinks, including but not limited to carbonated & non-carbonated soft drinks, energy & juice drinks, mixers, teas, sport or isotonic drinks, & bottled waters. Lessees shall use only soft drink logos, cups, etc. for the above beverage products sold, promoted, or advertised at CAM-PLEX. The Lessee agrees to ensure all vendors or anyone using the space shall follow this exclusive pouring rights policy. Items given away at no cost do not need to be purchased from Wyoming Beverage, Inc. Lessee shall pay any and all damages sustained by CAM-PLEX resulting from the breach of this policy.

AMERICAN WITH DISABILITY ACT (ADA)

CAM-PLEX complies in all respects with the American with Disabilities Act and regulations issued there-under. We require Lessees to comply with all provisions of the ADA.

BOOKING POLICY

STATEMENT OF PURPOSE

The CAM-PLEX booking policy is consistent with the Campbell County Public Land Board mission statement. The mission's focus is gaining the maximum economic benefit for the community through diverse experience. To fully accomplish this goal, CAM-PLEX will market the facility to attract a variety of events including conventions, large meetings, and exhibitions. The Booking Policy is intended to generate the greatest economic return for the facility and the community.

BOOKING PRIORITIES

CAM-PLEX is responsible for the booking and coordination of events. Generally, the further in advance a request is made, the larger the commitment required. The nearer the request to the present date, the smaller the commitment necessary. Customers wishing to have long-term commitments should keep in mind the potential for greater availability of CAM-PLEX space and a reduction of room night parameters during shoulder periods or off-season times. Preference is given to groups that meet the criteria in the following paragraphs. All events are subject to the CAM-PLEX Booking Policy.

FIRST PRIORITY EVENTS

First Priority for scheduling is available to regional, national, international conventions, congresses, trade shows, corporate meetings and similar activities which are not normally open to the general public and which meet all the following criteria:

- Are multi-day (two day or longer) events

- Will generate bookings with a minimum of either 250 peak room nights or 700 total room nights

Date requests for first priority events may be made as far in advance as necessary or appropriate, pursuant to the Booking Policy. Lease agreements may be executed as far in advance of the event date as necessary. Preference may be given among First Priority events to those events that confirm returning to the facility on a more frequent basis.

SECOND PRIORITY EVENTS

Second priority for scheduling at the Facility is available to regional, national, international conventions, congresses, trade shows, corporate meetings and similar activities which are not normally open to the general public and which meet all the following criteria:

- Are multi-day (two day or longer) events
- Will generate bookings with a minimum of either 150 peak room nights or 500 total room nights

Certain local and multi-day events may be offered equal scheduling priority if the above targets and criteria are met, or if it is established by management that such events meet the Facility's civic objectives. Date requests for second priority events may be made as far in advance as necessary or appropriate. Lease agreements may be executed up to 24 months prior to event date. Preference may be given among Second Priority events to those events that commit to returning to the Facility on a more frequent basis.

THIRD PRIORITY EVENTS

Third priority for scheduling at the Facility is available to other multi-day or single day events that do not meet the criteria of First or Second Priority. Meetings, special events, sporting or entertainment events, wedding receptions, graduations, and other activities which essentially draw from or appeal to the general public and/or local attendees and participants. Third priority events may be contracted within 12 months of the event date.

CHALLENGE PROCESS

Should a second party seek to lease space being "tentatively held" by another group; the second party will first be required to post a good faith deposit equivalent to the amount due at signing should the date become available. Once the deposit is received, the facility will contact the group with the First Option status, requesting:

An executed Lease Agreement and applicable deposits within three (3) business days of challenge

OR

Release of reserved space

Should the First Option holder release space, a Lease Agreement will immediately be issued to the challenging party and the good faith deposit will be applied to the agreement. Conversely, should the First Option holder contract said space, the deposit will be returned to the challenging party.

Should the challenging party fail to execute a lease agreement for the specific date and space the deposit is retained by the Facility as liquidated damages.

BOOKING STATUS

FIRM BOOKING

When a lease agreement is fully executed the space is considered firm. Firm events may be contacted to alter leased space as required to maximize facility usage and/or county-based room night occupancy. Confirmed booking dates cannot be sublet.

WAIT LIST

A Wait List is described as a list of clients awaiting accommodations, at a time when space is available.

BUSINESS EVALUATION

To maximize the regional economic impact, CAM-PLEX will consider the relative merits of each potential booking on a case-by-case basis. Facility management will review booking priorities periodically as part of the marketing/sales plan approval process.

Booking considerations include room night generation, lead-time of booking, peak demand time, arrival/departure patterns, use of facility's exhibit/banquet/meeting space required, potential for repeat/referral business, future marketing value, and attendance.

It is recognized that many factors impact the desirability of an account. In order to achieve the maximum future economic impact management may deem appropriate to confirm groups, which singularly do not meet guidelines, but are beneficial to the region when viewed in a broader booking perspective, due to their public relations and/or future potential and ancillary promotional value.

BOX OFFICE & TICKETING SERVICES

The CAM-PLEX Box Office provides all ticketing services for events. Large shows and events are required to utilize the CAM-PLEX Box Office for ticketing. CAM-PLEX will provide the Lessee with a Ticket Set-up Form which outlines ticketing services, pricing, and ASCAP fees. The form must be submitted to the CAM-PLEX Box Office at least two weeks prior to a requested on-sale date. The Box Office will contact the Lessee to confirm receipt of the complete form.

CAM-PLEX maintains control of all tickets and direction of the ticket office. Advance ticket sales must be administered by CAM-PLEX and the participation by other agents/parties in ticket sales and distribution is strictly prohibited without approval for local ticket consignment, CAM-PLEX is only responsible for the tickets sold by CAM-PLEX. All tickets must contain the proper information relative to the event, date, time, place, price, and location of seat.

All persons entering the facility must have a ticket except employees of the facility working the event, the presenter, and the Lessee.

BOX OFFICE HOURS:

Monday – Friday: 8 am to 5 pm

Show Days: 1 hour before show time, closing after intermission or one hour after curtain.

CANCELLATIONS & DEPOSITS

All deposits are non-refundable. The deposit is a damage and performance deposit. Deposits are based on a percentage of your anticipated expenses and are payable according to the following schedule, unless otherwise agreed upon:

- Fifty percent (50%) of estimated expenses returned with signed lease agreement.
- Balance due prior to room setup/move-in.

A security deposit may be required. This deposit ensures CAM-PLEX properties are returned in the same condition as when received by Lessee and can be used to pay for any remaining sums due under the agreement after the event.

If Lessee violates any terms or agreement, such violation may cause a forfeiture of all monies paid to CAM-PLEX in advance and may result in the cancellation of the agreement by CAM-PLEX. Upon cancellation, CAM-PLEX reserves the right to require immediate vacancy of the Facility.

CAM-PLEX RIGHTS

ENDORSEMENTS

Rental is not an endorsement. The rental of CAM-PLEX grounds shall not constitute an endorsement by the CCPLB, CAM-PLEX Management, or any affiliated organization or group, nor of any particular issue or perspective related to functions occurring at the facility.

NON-WAIVER

The failure of CAM-PLEX to enforce any term or condition of a lease agreement shall not be deemed a waiver or a subsequent violation of the agreement.

RIGHT OF REFUSAL

CAM-PLEX reserves the right to refuse, cancel, change room commitment, reassign space, or adjust the priority of any lease agreement when it is determined such action is necessary to ensure the best interests of CAM-PLEX are served. Misuse or abuse of any facility or its surroundings may constitute grounds for immediate event cancellation and expulsion from the facility.

CAM-PLEX reserves the right, to exercise sole discretion in any decision regarding the potential refund of a ticket purchased by a person or group expelled from the Facility. Neither the CCPLB

nor any of its officers or employees shall be liable to a Lessee for any damages sustained by the Lessee through the exercising of this right.

VIDEO TAPING

CAM-PLEX may film 30 seconds of each event for archive and social media promotion.

CATERING/CONCESSIONS/BARS

CAM-PLEX retains exclusive rights to all concessions and bar services at CAM-PLEX.

Food and beverage service is an integral part of events at CAM-PLEX. Poor service or lacking products may harm the quality of the overall event as well as the attendee and participant experience. Accordingly, all service providers are expected to maintain professionalism at all times and strictly adhere to all CAM-PLEX and Department of Health requirements and standards. This includes adequate staffing, safe food and drink preparation practices, sufficient product stock, friendly services, etc.

We wish to be as inclusive as possible. Therefore, the food and beverage service opportunity is open to everyone meeting the following basic criteria.

- Current Insurance
- Licensed to serve food and/or provide bar service
- Adequate staffing for the event – no long lines.
- Friendly staff
- Fair prices
- In good standing with local health enforcement offices

All providers must register with the Wyoming Department of Agriculture. This includes all caterers, concessionaires, liquor providers, and booth vendors. For questions regarding permitting and regulations please call WY Department of Agriculture at 307-686-8036.

Please know cooking of fried foods outside of the concession rooms is not allowed. CAM-PLEX reserves the right to close any concession or liquor service area for cause.

Groups who wish to handle catering themselves, such as youth groups and parent organizations, must receive prior approval from CAM-PLEX. Events of 100 people or less, please contact CAM-PLEX for pricing.

SERVICE PROVIDER FEES

Caterers – As a caterer listed with CAM-PLEX, the fee on banquets or meals (including Hors d'oeuvre only events) catering is \$1.50 per person. There is no additional cost to rent the kitchen, but use must be requested in advance of the event. Plates, silverware, cooking equipment, etc. is included at no additional cost with prior reservation. Linen tablecloths and napkins remain an additional charge. This cost is billed directly to the customer renting the facility.

Food Concessions – Food (and non-alcoholic beverage) providers will pay a flat fee of \$80 per location per day to CAM-PLEX. Locations are considered any place where food is set up to be sold, including concession stands, tables, outdoor spaces, food trucks, consumer show booths, etc. This cost is billed directly to the customer renting the facility.

Bar Service – Liquor and/or beer providers will pay \$0.75 per person per day, per event location. In cases where there is an unknown number of attendees, CAM-PLEX will determine the fee based on the type of event, expected attendance, and other known circumstances relating to the event. The cost can be estimated prior to the event, and the final cost will be determined post event. The fee is billed directly to the service provider. Please contact the Gillette City Clerk's Office, for permitting and regulatory questions.

Delivery of all food, beverages, equipment, and supplies prior to the contracted set up period will not be accepted unless prior approval is obtained from CAM-PLEX. Food and drink staging, and service areas must be cleaned thoroughly after use. All items, trash, and waste must be removed at the end of the event.

National events and other large events may have unique requirements. These events will be handled on a case by case basis and may be charged a percentage of total food sales.

Liquor providers and concessionaires are not required to provide financial contributions to event promoters or organizers. Financial contributions to event promoters or organizers will not reduce fees owed to CAM-PLEX.

Please make checks payable to CAM-PLEX and submit payment to CAM-PLEX, 1635 Reata Drive, Gillette WY 82718.

SECURITY DEPOSIT AND PERFORMANCE GUARANTEE

Food and beverage providers are required to pay a security deposit and performance guarantee. Generally, the amount for smaller events is \$300, and an estimated \$1,000 or more for larger national events. Deposits received are forfeited if the provider cancels, fails to show up, or fails to be open at the agreed upon times.

COMPLIMENTARY TICKETS

CAM-PLEX management reserves the right to monitor the use, number and distribution of all complimentary tickets by Lessees. Further, the Lessee or presenter is asked to provide forty (40) complimentary tickets to CAM-PLEX for each event, performance, or activity scheduled. Use and distribution of these tickets will be at the sole discretion of CAM-PLEX management. The venue fee is waived on these complimentary tickets.

CLEANING & MAINTENANCE

CAM-PLEX provides janitorial services during the event hours. CAM-PLEX provides refuse removal during event hours and at the conclusion of the day's events.

Lessees are prohibited from making repairs, alterations, additions, or improvements to CAM-PLEX properties.

CLEANING - BLEACHERS

CAM-PLEX may require Lessee to pay for bleacher cleaning services pending the number of anticipated attendees.

DRONES/MODEL AIRCRAFT

CAM-PLEX does not allow the operation of model aircraft, UAVs, drones, and the like on the Facility unless expressly approved by CAM-PLEX management in writing.

EQUIPMENT

CAM-PLEX Management sets equipment rates annually and reserves the right to adjust as necessary. The rates may be based on original purchase price, replacement cost, demand, and related staff time for event setups and teardowns.

CAM-PLEX equipment is solely for the purpose of events held on grounds. Equipment will not be allocated to off-grounds events unless approved in advance by CAM-PLEX Management.

With the rental of any building, the Lessee shall receive up to 30 tables (tablecloths not included), and 240 chairs, and a corded microphone at no charge. All equipment items requested above this amount will be charged per current rate.

EVENT ESTIMATES

You will be provided, in advance, an estimate of known costs relating to your event. This is only an estimate. Generally, additional items and staffing services requested will increase the cost of the event.

EVENT STAFFING

CAM-PLEX will schedule, at Lessees expense, all personnel necessary to produce a successful event. This may include, but is not limited to ticket takers, ushers, security, parking attendants, and law enforcement required by CAM-PLEX.

Lessees are required to ensure supervision of all children (age 12 and under) during all rental hours including setup, teardown, and load in/out. It is strongly recommended that Lessees provide at least one adult chaperone per 25 children.

FIRST AID & SAFETY

CAM-PLEX recognizes the safety, health and well-being of guests as our top priority. To deal effectively with emergency situations and protect public safety, EMTs may be required on site during certain events. If the Lessee does not arrange for the required services, CAM-PLEX reserves the right to provide necessary first aid personnel and supplies at the expense of the Lessee.

CAM-PLEX may also, at management's discretion, employ additional personnel necessary for the safety and convenience of patrons, protection of the integrity of the building, and to maintain smooth operation of the facility for Lessee's event.

Weather related cancellations may be necessary for public and staff safety. CAM-PLEX Management will make this determination especially if the roads to and from CAM-PLEX are closed. If this occurs, CAM-PLEX sales manager will work with the Lessee to explore alternate dates for the event. If the Lessee chooses to cancel due to weather and CAM-PLEX is still open for business, the Lessee remains responsible for all costs.

CAM-PLEX maintains a Disaster Plan for emergency situations such as severe weather, required evacuation, and medical and fire emergencies. Fire extinguishers, first aid kits, blood borne pathogen kits and defibrillators are located on grounds.

GENERAL CONDITIONS

Rental of a CAM-PLEX facility covers normal heating, cooling, janitor service, water, basic lighting, and other normal equipment as is in place for the day-to-day operation of the facility. CAM-PLEX does not guarantee or imply that storage space is available for the Lessee's use. Event storage on grounds is at management's discretion.

GOVERNMENTAL LAWS & TAXES

Lessees are required to provide all licenses and permits necessary for the performance or event at their own expense. This includes all taxes and ASCAP fees needed to ensure proper conduct of the event. Lessees are also responsible for collecting, reporting, and paying state and federal taxes. Lessees may not conduct or otherwise permit any act contrary to, or in violation of any laws of the United States, State of Wyoming, Campbell County, or City of Gillette.

HORSE STALLS

Horse stalls on grounds can be reserved in conjunction with an event. Stall use must be requested by a Lessee at the time of booking and daily rates per used stall will apply. Only wood shavings are allowed for bedding. No straw is permitted. CAM-PLEX does not provide bedding or sharps containers. Lessees are responsible for ensuring all sharps are hauled off grounds.

INSURANCE

Lessees and Service Providers are required to furnish a Certificate of Insurance that waives all rights of subrogation against Campbell County Public Land Board (CCPLB), and names CCPLB as

an additional insured in the following amounts of Combined Single Liability (CSL) Commercial General Liability (CGL):

Performance/Public Event: \$1,000,000 (For Profit Lessees); \$500,000 (Non-Profit Lessees; and \$500,000 for Non-Performance Events (all Lessees), including Caterers and Concessionaires.

If alcoholic beverages are present a special events policy is required with the following limits:

Admitted Carrier A- Rated or Above	
General Liability Aggregate	\$2,000,000
GL Products & Completed Operations	\$1,000,000
GL Personal/Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Premises Rented to You	\$1,000,000

The CSL or certificate of special events policy insurance must be submitted to CAM-PLEX no later than 10 days prior to the first date of use. CAM-PLEX reserves the right to cancel an event if the CSL/CGL Certificate is not received as required.

LOGO of CAM-PLEX

The CAM-PLEX Logo is registered and requires CAM-PLEX Executive Director’s approval for use in promotional material. The CAM-PLEX logo, with required dimensions, is available in a variety of formats. Approved use is required for all printed and electronic promotions if the event is co-sponsored by CAM-PLEX.

LOST & FOUND, ABANDONED PROPERTY

Should any property remain at the facility after an event’s completion date, CAM-PLEX may consider the items abandoned, and may charge a Lessee for any removal costs incurred. If items appear to have significant value, CAM-PLEX will notify the Lessee. Lost and Found articles will be kept by the CAM-PLEX administrative office for 15 days, after which time any unclaimed articles will be donated or disposed.

MERCHANDISE SALES

CAM-PLEX will charge 25% commission of gross sales if required to provide sales personnel or charge 20% commission of gross sales if Lessee provides their own sales personnel. Lessees are responsible for their own sales tax. CAM-PLEX reserves the right to sell food, drink, and boutique items.

MULTI-USE FACILITY

CAM-PLEX is a multi-use, multi-purpose facility, with the capability to host several different events of varied nature simultaneously. It is always the intention of CAM-PLEX to maximize the full usage of the facilities, while maintaining the integrity of each individual event.

MOTORIZED VEHICLES IN BUILDINGS

Liquid or gas-fueled vehicles, boats, or other motor craft are not permitted indoors except as follows:

1. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is less).
2. Fuel tanks and fill openings are closed and sealed to prevent tampering.
3. Vehicles, boats, or other motor craft equipment are not fueled or defueled within the building.

No cleaning of tires with chemicals in CAM-PLEX buildings. A permit from the Fire Marshall may be required for events seeking to have motorized vehicles in a building. Permits must be obtained by a Lessee at their expense.

PARKING LOTS

CAM-PLEX parking lots are no charge for attendee vehicle parking for events on grounds. If a parking lot is used for event related activities, such as vehicle display/sales, a lease agreement is required, and rental rates apply. Restrictions apply for heavy equipment. CAM-PLEX does not allow any marking, painting, or drilling in the parking lots.

RESTRICTIONS

The following are not allowed inside CAM-PLEX Facilities: bicycles, candles (unless floating in water or hurricane style), confetti, glass drinking containers, grills and smokers, illegal substances, kettle corn vending, propane bottles larger than one pound, skateboards, or smoking. Fireworks and pyrotechnics are strictly prohibited. The sale of sunflower seeds and chewing gum is prohibited.

Lessees are not permitted to record, televise, or broadcast performances or events without written approval of CAM-PLEX. Any recording allowed must meet Federal Copyright Laws and is subject to any fees required by law for ASCAP, BMI, etc.

Dogs are not allowed in any building, except for service animals as required per American with Disability Act. Dogs can be on grounds if on a leash, and owners must promptly clean up after their pets.

Tape usage is strictly prohibited. The only exceptions are painters' tape and gaff tape. Painters tape is the only adhesive item allowed in or on CAM-PLEX facilities and equipment. The use of gaff tape is only permitted on concrete floors with prior authorization. Lessees are responsible for removal and damages.

ROOM CHANGEOVERS

As one of our services, rooms will be set up one (1) time. If requested alterations (planned or unplanned) can be met, an hourly charge of \$30 per hour per employee will be charged. This applies to any changeovers during an event.

RV PARKS

Sites are available only in conjunction with an event held at the facility, or as approved by CAM-PLEX Management. CAM-PLEX does not operate a public campground.

An advance reservation plan for RV spaces must be made through the CAM-PLEX sales office at the time of the lease agreement signing. It is the responsibility of the Lessee to collect the usage fees from individual renters unless an alternate plan is approved in writing by CAM-PLEX Management.

The RV Park(s) will remain locked until the time specified on the lease agreement. CAM-PLEX staff inspect RV areas to verify the number of spaces used. Required signage must be displayed on each vehicle occupying a space. Only those units displaying a valid sign will be allowed to stay. Lessees will be billed for the actual number of spaces used including applicable statewide sales and local lodging taxes.

Reservations for RV Park restroom/shower buildings must be made in advance. An additional daily rental rate for the use of these buildings will apply. Campfires and horses are not allowed in the RV Parks.

RV'S ON DISPLAY & FOR SALE

All RV rallies planning to have RV's on display and/or for sale must adhere to the Wyoming State Statute regarding the Temporary RV Sale and Display Permit. RV units on display but not for sale are not subject to this statute. Lessees are responsible for ensuring that all requirements are met in accordance with this statute prior to any event held at CAM-PLEX. Additional information can be obtained from:

Wyoming Department of Transportation Compliance & Investigation
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
Telephone 307-777-3815

SECURITY & KEYS

Lessees are responsible for complete security of all areas contracted for use including traffic control in parking areas, driveways and loading/unloading areas. CAM-PLEX can provide names of security businesses upon request. When CAM-PLEX Management determines parking security is needed, it is the responsibility of a Lessee to assure that security is provided. If CAM-PLEX Management deems parking security is needed and affects multiple lessees, CAM-PLEX will make the arrangements and the cost will be shared between the affected Lessees and CAM-PLEX.

Lessees are responsible for any and all keys disbursed for use during an event and are required to use them for the designated event and purpose only. Lessee may not duplicate any key for any reason. Lessees are responsible for unreturned keys and may also be responsible for the cost of re-keying the designated facilities. All keys for events will be checked out at the CAM-

PLEX administrative office and returned to the same location by an agreed upon date. Key requests must be made in advance of an event.

SHOW STAGE

It is the obligation of a Lessee, at the Lessee's expense, for stage crew personnel to return the stage performance area to a clear (struck) position at end of a Lessee's day of use. In addition, certain times it is required by the artist or show that the stage be prepared or pre-rigged in advance of move-in (i.e. striking of all sets, clearing of all lines and removal of all drapes and positioning of hanging points, etc.). This expense is the Lessee's to bear.

SMOKING

CAM-PLEX buildings and outdoor facilities are smoke and vape free environments. Lessees shall abide by this policy and enforce this policy whenever necessary. CAM-PLEX shall have the right to intervene if this policy is not maintained and take whatever action necessary to preserve the smoke and vape free environment.

SET-UP INFORMATION

To manage your event efficiently, we require Lessees, to provide for CAM-PLEX's approval, a copy of a full and complete floor plan and, if requested, furnish a description of all electrical, communications systems, and plumbing work no later than sixty (60) days prior to the first day of lease agreement. The Lessee must also provide CAM-PLEX with all other information required by the CAM-PLEX concerning the event, such as room set-ups, staging, food and beverage requirements, etc. no later than thirty (30) days before the first day of the event.

Modifications in set up can be made up to one (1) week prior to rental date. Requested changes after this time are subject to staff and equipment availability, and room changeover rates will apply.

DRAYAGE

For the security of your freight, deliveries of your products and equipment to our facility must not occur prior to the commencement of the lease agreement. CAM-PLEX will not accept any deliveries or freight shipments prior to your event move-in, unless arrangements have been made in advance with your sales manager to arrive no sooner than one week prior to the event date and only if CAM-PLEX can accommodate a request. A Lessee's on-site manager is solely responsible for the receipt of all deliveries. All shipments and after-event returns must be pre-paid and must include the event, the business, and the individuals name on the label.

SOUND LEVELS

Please be considerate when it comes to your event's sound levels. Maintaining appropriate sound levels ensures that other events are not interrupted. CAM-PLEX Management reserves the right to control sound levels.

STAGE PASSES

Lessees are required to provide stage passes or other documents for entrance to stage or dressing room areas for the artists, technicians, and other recognized and authorized personnel. These passes, or documents used for this purpose, must be held to a reasonable number to avoid undue confusion in these areas.

TIPS & GRATUITIES

CAM-PLEX employees are strictly prohibited from accepting tips or gratuities. We encourage Lessees to compliment employees in the post event evaluation survey.

VACATING THE PREMISES

Lessees are responsible for adhering to contracted event times and must vacate when the usage time has ended. Entering the facilities early or vacating late will result in double rate charges and may cause deposits to be forfeited as well.

Lessees agree to use the facilities in an “as is” condition. Upon advance request, a Lessee may inspect the facilities prior to use to verify the facilities are in good order and repair. If the facilities are not returned in satisfactory condition as determined by CAM-PLEX Management, the amount required to restore facilities to the condition as originally received will be paid by the Lessee and/or deducted from any advance deposits. Ordinary wear and tear is expected.

WASTE REMOVAL

CAM-PLEX staff will periodically check trash containers during events for disposal.

Lessees and service providers are expected to leave the facility in good condition and equal to the state in which it was received. All trash, decorations, and other personal items must be removed. Trash shall be placed in the trash containers provided. If you require assistance, CAM-PLEX can provide an estimate of costs.

Lessee and all service providers are responsible for the removal of bulk trash, crates, lumber, pallets, packing materials, tape, and oil prior to event opening and following move-out.

Cardboard boxes are to be broken down and placed in the dumpsters on grounds. Large events with excessive trash may be charged a trash haul fee as determined by CAM-PLEX Management prior to the event.

No oils, combustibles, or any liquids other than water can be poured in CAM-PLEX drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed or rinsed in CAM-PLEX restrooms.

Removal of excess material or debris, such as cases, cartons, earth, decorations, outdoor litter, and similar items is considered “extraordinary”. If extraordinary cleanup is required, CAM-PLEX

Management will use CAM-PLEX personnel to perform this work at the rate of \$30.00 per hour, per person plus disposal fees, and this fee will be charged to the Lessee.

WIFI

CAM-PLEX has WIFI available in all buildings. To access, choose the network titled "CAM-PLEX Guest" and accept the terms and conditions on the web browser page.

THANK YOU. WE LOOK FORWARD TO SERVING YOU AND YOUR GUESTS.