

EVENT GUIDELINES

FOX RUN

GENERAL GUIDELINES

- Under Wyoming State Law, the Fox Run must provide all alcohol.
- Under Albany County law, no smoking is allowed inside any of the Fox Run public-access buildings.
- Decorating with lights is permissible at the Fox Run with prior approval.
- If decorating with lights causes any damage, the party decorating with lights will be responsible for payment of all damages.
- Confetti, rice and glitter are not allowed to be used inside the Fox Run public-access rooms nor outside in the parking lot.
- Upon you scheduling an event at the Fox Run, we will gladly recommend local florists, photographers, videographers, bakeries, officiates, stationers and musicians.

DEPOSITS, GUARANTEES AND CANCELLATIONS

- A deposit of 50% of the amount of the rental charge of the facility is due upon signing the contract for an event. This deposit holds your reservation.
- No later than 15 days before the event, a member of the Fox Run event staff will meet with you to plan the specifics of your event, including catering, beverage selection and any special requirements.
- Cancellation of an event forfeits all deposits if the date and time slot are not rebooked.

SALES TAX, SERVICE CHARGES AND DAMAGES

- Albany County requires a 6% sales tax be charged on all goods and services.
- Any damage to furniture, fixtures, equipment, buildings and/or anything else at Fox Run will be billed to you at replacement cost or repair cost.
- Damages causing cancellation or disruption of future events at the Fox Run will be billed to you for all costs associated with replacement, repair and/or relocation of the future event.

HOURS OF OPERATION

- Event space is available year round.
- It is recommended you schedule all visits to Fox Run in advance with a staff member.
- Setup time for an event will depend on the event. If the Fox Run facility has not scheduled a prior event, the area being used may be available the evening before for setup.
- All personal belongings must be removed from the Fox Run facilities after the event, on the same day, unless prior arrangements have been made.
- Events going past 11pm will be subject to an additional hourly fee.
- Please be respectful of your arrival and departure time so as not to interfere with other events in progress earlier or later that same day at the Fox Run

DESIGNATED EVENTS AREAS

- Guests are asked to remain in the designated area of the event.
- You are not permitted to use other Fox Run rooms or amenities, including the restaurant, locker rooms, pro-shop, pool or golf course, unless prior arrangements have been made.

RENTAL FEES

Banquet Room

- Entire Building Rental - \$900
- Banquet Room Rental - \$600

Dining Room (Daytime hours only)

- 2 – 49 guests - \$250

Golf Course

- \$200 / hour (non-golf events)
- \$75 / additional half hour (limit to 2 hours for non-golf events)

Pool

- \$50 / hour (no lifeguard on duty)

Bar

- The bar is available for a \$15 / hour / bartender