



Carlie Breen Photography

# UNION PACIFIC DINING LODGE

## Rental Information and Application

### 2022 Season



Please read all information included  
and return rental application to:  
Yellowstone Historic Center  
P.O. Box 1299  
West Yellowstone, MT 59758  
(406) 646-7461  
[events@unionpacificdininglodge.org](mailto:events@unionpacificdininglodge.org)

1. Facility Information.....	2
2. General Rental Information.....	3
3. Cleaning-up Requirements.....	4
4. West Yellowstone Resources.....	5
5. West Yellowstone Map.....	6
6. Fees and Cancellation Policy.....	7
7. UPDL Rental Application.....	8-10

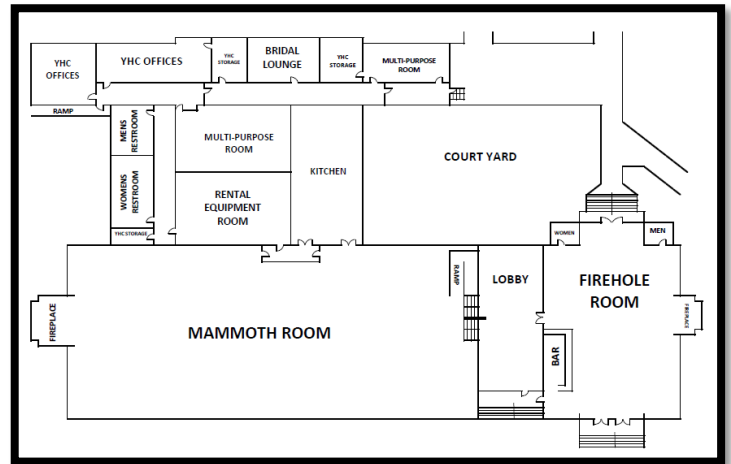
# DINING LODGE FACILITY INFORMATION

## History of the Dining Lodge

The Union Pacific Railroad hired architect Gilbert Stanley Underwood to design this dining facility for train passengers visiting Yellowstone National Park by way of West Yellowstone, MT. Underwood was known for his rustic-style architecture, defined as a style that uses native materials in proper scale, avoids rigid, straight lines, gives the feeling of having been crafted by pioneer craftsmen with limited tools, and achieves a connection to natural surroundings and to the past. Construction of the Dining Lodge was completed in 1925. Underwood also designed Yellowstone's Old Faithful Lodge, Yosemite's Ahwahnee Lodge, and Oregon's Timberline Lodge, among others.

## Facility Layout

- **Mammoth Room:** 120' x 55', 6600 square feet, with large stone fireplace at west end. Maximum capacity is 400 people.
- **Firehole Room:** 30' x 55', 1650 square feet, with large stone fireplace on east end. Maximum capacity is 100 people.
- **Kitchen:** Equipped with large gas grills and ovens, preparation counters, two industrial fridges, industrial freezer, sinks, hot water heater, sanitizer, ice-maker, china and flatware.



## Available Equipment and Kitchenware

The following items are available for use to those renting the facility at no additional charge. Any items used by the renter must be cleaned and returned at the end of the event.

### Tables and Chairs

	Amount
Round banquet tables 60" in diameter – seats 8	48
Round banquet tables 70" in diameter – seats 10	8
Rectangle banquet tables 8' long – seats 6-8	21
Serpentine tables 3' x 6'	4
Cabaret tables 42" tall x 30" in diameter	5
Cabaret tables 42" tall x 36" in diameter	5
White Resin folding chairs	380

### Kitchenware (all counts approximate)

	Amount
Glasses (wine, pony)	346
Glasses (water)	569
Coffee Mugs	823
Plates (Dinner Size)	300+
Plates (Salad/Dessert Size)	300+
Saucers	300+
Forks	300+
Knives	300+
Table Spoons	300+

# GENERAL RENTAL INFORMATION

**GENERAL REQUIREMENTS:** Please read all of the information supplied in this packet. Then fill out the rental application and return it to the Yellowstone Historic Center, P.O. Box 1299, West Yellowstone, MT 59758. Once YHC has approved your rental application, you will receive your Event Term Sheet and Event Contract. Please carefully read all information on both documents. Failure to comply with all requirements could result in cancellation of reservations or refusal of entry to the Dining Lodge. Sign both documents and return within 14 days of paying security deposit to Yellowstone Historic Center, P.O. Box 1299, West Yellowstone, MT 59758.

**PAYMENTS/INSURANCE FORMS/CATERING EVENT LICENSES:** Please make out checks to: Yellowstone Historic Center. Please mail checks for security deposit, rent, and other fees and insurance forms to: Yellowstone Historic Center, P.O. Box 1299, West Yellowstone, MT 59758. We accept MasterCard, Visa, or Discover with an additional 2.5% processing fee.

**CLEANING REQUIREMENTS:** A copy of the cleaning requirements is included. In the case that YHC staff is required to assist with clean-up, the renter will pay a fee of \$100 per hour for participation efforts or cost for professional to clean and/or make repairs, whichever is greater. The costs will be deducted from the security deposit. If costs exceed the amount of the security deposit, the Company will bill the renter for the remaining balance to cover the damage which must be paid in full to the Company within thirty (30) days.

**INSURANCE:** You are required to purchase a commercial general liability insurance policy for \$1,500,000 in aggregate and \$750,000 per occurrence to cover the dates of your event. The policy should cover damage to the Dining Lodge, medical expenses, and personal injury and list the Town of West Yellowstone and the Yellowstone Historic Center as additional insureds. Insurance can be obtained at [www.EventHelper.org](http://www.EventHelper.org) or from your auto/home/renter's insurance provider.

**CONDITION OF THE BUILDING:** Upon arrival, the Venue Manager, or designated personnel, will conduct a walk-through of premises in order to familiarize you with the building as well as take note of any previous damages to the property (i.e. gas leaks, water leaks, etc.) or available items (i.e. tables, chairs, kitchenware, etc.)

**KEYS:** When you arrive in West Yellowstone, keys to the Union Pacific Dining Lodge may be obtained from the Yellowstone Historic Center. This office is located in the Dining Lodge at 220 Yellowstone Avenue. Once the walk-through is complete, keys will be signed out to you. Once the event is complete, you will turn the keys in during the check-out walk-through. Loss of the keys will result in a \$250.00 replacement fee per key which will be deducted from your security deposit.

**DECORATIONS:** All plans for decorations and displays must be approved by the Venue Manager one (1) month prior to the event. Nails, tacks or any other permanent adhesives on the walls, ceilings, columns, or windows are prohibited. Existing wall décor cannot be removed or altered in any way. Decorations may not block doors, fire extinguishers, exits, or heating systems. Open flames (including candles) are not allowed. Adhesive backed decals or stickers are prohibited and may not be distributed anywhere on the premises. Glitter, confetti, rice, sparklers, etc. are also prohibited.

**FIREPLACES:** You may use the fireplaces, but you must supply your own wood and clean out and safely dispose of the ashes afterwards. The Yellowstone Historic Center requires that a staff person lights all fires to ensure that they are drawing into the chimney correctly. You must notify the Venue Manager that you would like a fire no later than one month before the event to ensure that staff is available to assist you. Once a fire is lit, there must be a designated individual on the premises at all times to tend to the fire. If a fire is left unattended for any length of time, YHC withholds the right to cancel the event and retain renter's full security deposit. Recent changes to the Montana Fire Code now preclude the use of any kind of propane heater within the confines of the Dining Lodge.

**FIRE:** The Union Pacific Dining Lodge is an historic building constructed long before the advent of modern fire suppression systems. It is built primarily of wood. If the fire alarm sounds, vacate the building IMMEDIATELY! Do not attempt to locate the cause for the alarm. Emergency units will be on the scene in minutes to professionally deal with the situation.

**CATERING/SPECIAL EVENT LICENSES:** Any event open to the public serving food must have a "Temporary Event License" prior to the scheduled event. A Temporary Event License can be obtained through the Gallatin County Health Department at 406-582-3120. Any event collecting monies must obtain an Event Permit and possibly a "Business License." Please contact the Town Office at 406- 646-7795 to determine if a business license is required.

# CLEANING REQUIREMENTS

The Union Pacific Dining Lodge contracts with a company to clean the venue following each event. The following are the cleaning-up responsibilities of the renter prior to check-out.

**Rental Space:** Any furniture that was moved before or during the event must be placed back in its original location. Any loose debris must be picked up and disposed of in a lined trash receptacle.

**Restrooms:** All loose debris must be picked up and disposed of in a lined trash receptacle. Toilet tissue and paper towels lying on the floor must be picked up and put in trash containers.

**Fireplace:** Any unused logs or kindling brought on the premises must be removed. Fire must be “dead out” meaning that ash and debris must be cool to the touch.

**Table and Chairs:** If you set up tables and chairs for your event, you must take them down and stack them neatly where you found them. Report any damage to tables to the Venue Manager. If you use the tables for your event, wipe them down. There should be no sticky substances or food stuck to the tables when you leave. Stack chairs in the racks provided before you leave. Pick up any large debris and sweep all the floors.

**Kitchen:** Stoves, ranges, and grease traps must be clean and absent of any food or grease. Any spills on the floor must be mopped up. Any YHC owned dishes, utensils, and so forth need to be cleaned, run through the sanitizer, dried, and returned to their proper storage areas. Floors must be free of debris. Freezer and refrigerators must be empty. All garbage must be placed in a lined trash receptacle.

**Cleaning supplies:** Cleaning supplies and equipment will be provided. Supplies will include: dust mops, floor brooms, small brooms and dust pans, buckets, mops and various cleaning solutions. A supply of large garbage bags will also be provided. The building will be inspected by staff before and after each event. An inventory of cleaning equipment will be taken and the cost of missing equipment will be deducted from the renter's security deposit.

**Noncompliance with any of the above stipulations will result in a deduction from your deposit.** If any of these criteria are unmet following check-out, the Yellowstone Historic Center charges a fee of \$100 per hour or the cost for a professional to clean and/or make repairs. The costs will be deducted from the security deposit. If costs exceed the amount of the security deposit, the Company will bill the renter for the remaining balance to cover the damage which must be paid in full to the Company within thirty (30) days.

Adherence to these requirements helps assure all renters of the Union Pacific Dining Lodge are being treated in a fair and equitable manner. Your compliance is appreciated by the Yellowstone Historic Center as well as subsequent users of the facility.

**Walk-Throughs:** A walk-through with a Yellowstone Historic Center Event Supervisor and the renter (or chosen party) will be performed prior to and following the event. These walk-throughs will be conducted at promptly 12:00 PM unless otherwise specified by the Venue Manager. Unless unforeseen circumstances arise, YHC requires that those present for check-in are also present for check-out. It is the responsibility of the renter to stay on the premises until a check-out walk-through is performed.

During the check-in walk-through, renter and Event Supervisor will walk-through the venue to agree on the state of building prior to the event. Once all parties agree and sign the check-in checklist, the keys will be signed out to the renter.

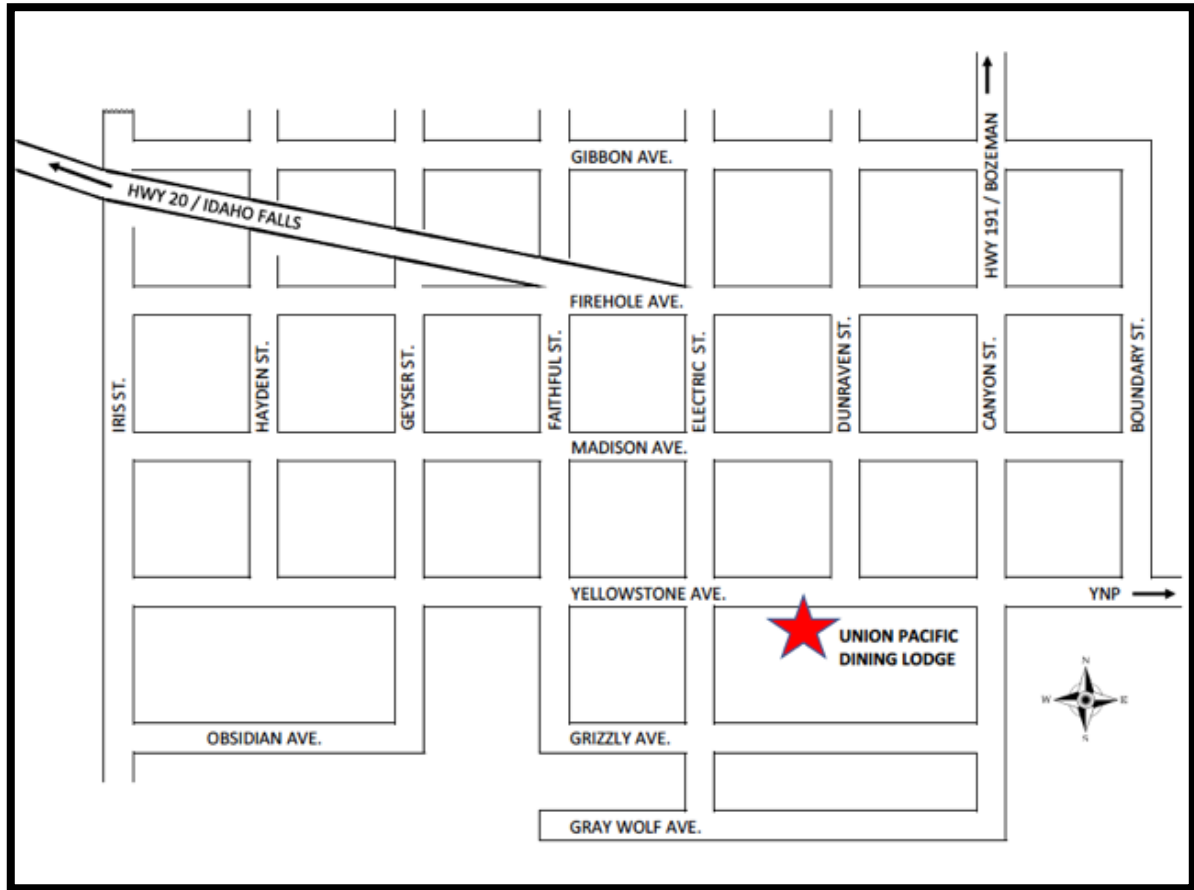
During the check-out walk-through, renter and Event Supervisor will walk-through the venue to ensure that all cleaning requirements have been met and there are no new damages to the building. Keys to the building will be returned to the Event Supervisor at this time. If, during the final walk-through or at any point after the event and before the next event, any damages are discovered, all or part of your security deposit will be withheld at the discretion of the YHC.

# MAP OF WEST YELLOWSTONE

The address for the Union Pacific Dining Lodge is:

220 Yellowstone Avenue

West Yellowstone, MT 59758



## Directions

**From Idaho on Highway 20:** Heading east into West Yellowstone, turn right onto Iris St. Head south and left onto Yellowstone Ave. The venue is five blocks down Yellowstone on the right.

**From Big Sky and Bozeman on Highway 191:** Heading south into West Yellowstone, Highway 191 turns into Canyon Street. Continue South to Yellowstone Avenue. Turn right onto Yellowstone Ave. The venue is one and half blocks, on the left.



# FEES AND CANCELLATION POLICY

## Rental Fees – 2022

Rental Type	Fee
<b>Weekday 24-hour rental of Dining Lodge</b> (Monday 12 PM –Thursday 12 PM)	<b>\$1,500.00</b>
<b>Weekday 48-hour rental of Dining Lodge</b> (Monday 12 PM – Wednesday 12 PM OR Tuesday 12 PM – Thursday 12 PM)	<b>\$2,500.00</b>
<b>Weekday 24-hour rental of Firehole Room ONLY</b> (Monday 12 PM – Thursday 12 PM)	<b>\$750.00</b>
<b>Weekend 48-hour rental of Dining Lodge</b> (Friday 12 PM –Sunday 12 PM)	<b>\$5,000.00</b>

## Security Deposit (Refundable)

<b>Full Dining Lodge</b>	<b>\$2,000.00</b>
<b>Firehole Room Only</b>	<b>\$500.00</b>

## Payment Schedule

Within two weeks of reservation:	Full security deposit due
6 months prior to the event:	50% of rental fees due
3 months prior to the event:	Remaining 50% of rental fees

Failure to make any payment by the due date will result in a late fee.

- Payments received up to 14 days late will incur a late fee of \$50.
- Payments received more than 14 days late will incur late fee of \$100.

**If the payment is over two weeks late and renter has made no attempt to contact the Company, the reservation will be subject to cancellation.**

## Cancellation Policy

Event cancelled up to 6 months prior to event	YHC keeps 25% of total rental fee, withheld from security deposit
Event cancelled 6 months to 3 months prior to event	YHC keeps 50% of total rental fee
Event cancelled 3 months to 1 month prior to event	YHC keeps 75% of total rental fee
30 days to 1 day prior to event or No show	YHC keeps 100% of total rental fee



## RENTAL INTENT

The Dining Lodge is rented in 24 hour increments, on a 12 PM (noon) to 12 PM (noon) basis, unless otherwise approved by the Venue Manager.

When will you begin to set up for the event?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

When will the Dining Lodge be cleared?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

When is the event actually scheduled to start?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

When is the event scheduled to end?

**Note:** All music for the event must end at 10:00 PM. Event must be over by 11:59 PM on the day of the event.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximately how many individuals will attend? \_\_\_\_\_

**(Note:** A private event with over 300 expected guests requires prior approval from Venue Manager)

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Please check the facility or facilities you wish to rent.

Full Dining Lodge       Firehole Room only (Weekdays only)

Available for use at no extra charge are tables, folding chairs, china, flatware, and glasses as listed in the "Facility Information" section of the rental packet.

Do you plan to use this equipment? \_\_\_\_\_

AV Equipment is available at no extra charge. This equipment includes four portable speakers, two microphones, one lapel microphone, one projection screen, and one projector.

Do you plan to use the AV equipment? \_\_\_\_\_

The facility has two fireplaces available for use by renter (one in the Firehole Room and one in the Mammoth Room).

Do you plan to use the fireplace(s)? \_\_\_\_\_  
**(Please indicate which or both.)**

If you plan to have alcohol at your event, please indicate in what capacity.

Will alcohol be **served** at your event? \_\_\_\_\_

Will alcohol be **sold** at your event? \_\_\_\_\_



## Cost Worksheet

Please refer to the Rate schedule on page 7 in the Rental packet to determine your rental type and the daily rates for your event.

### Weekday Rental (Monday through Wednesday)

Firehole Room ONLY – 24 hours.....	\$750
Full Dining Lodge – 24 hours.....	\$1500
Full Dining Lodge – 48 hours.....	\$2500

### Weekend Rental (Friday through Sunday)

Full Dining Lodge.....	\$5,000
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**Total Building Rental = \_\_\_\_\_**

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### Security Deposit

Full Dining Lodge .....	\$2,000
Firehole Room only (Weekday Only) .....	\$500

**Total Deposit Due = \_\_\_\_\_**

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The full security deposit for the Dining Lodge is due within fourteen days of receipt of this application. If the security deposit is not received within two weeks, the date may be released. It is the responsibility of those renting the facility to make sure that all payments are made in a timely manner and that any changes to this event are communicated promptly to the Yellowstone Historic Center. Once your application is received you will be sent a customized Term Sheet with a fee payment schedule along with an Event Contract. Both the Term Sheet and Event Contract must be signed and returned within fourteen days to the Yellowstone Historic Center.

**I have read the Union Pacific Dining Lodge rental packet and agree to the terms of this rental and the fees as outlined.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_