



**LEGACY
OF THE
PLAINS
MUSEUM**

Facility Rental Planning Guide

www.legacyoftheplains.org

Updated November 2020



Why Legacy of the Plains?

Legacy of the Plains Museum is available for members and guests alike, offering an excellent venue for your upcoming event! With striking views of Scotts Bluff National Monument at competitive prices, Legacy of the Plains Museum is available for rent.

The museum offers the following:

- Large bay windows offering breathtaking views of Scotts Bluff National Monument
- Seated dinner arrangements for up to 150 guests
- Up to 200 guests for a strolling reception
- Approximately 1,175 square feet in the Community Room which can be divided up into sections of 400 square feet or 775 square feet
- Moving wall to close off the Community Room to accommodate smaller groups or allow privacy
- Approximately 2,050 square feet in the Museum Lobby
- Hay rides around the campus for your group at an additional cost of \$50 per hour with a minimum of two hours (*weather & volunteer availability applies*)
- Spacious grounds to accommodate outdoor weddings and other events
- Beautiful backdrop and historic buildings for photography opportunities



The museum provides the following for all rentals:

- available seating for up to 130 people
- black or brown podium

All of which are available to use in your facility rental at no additional cost.

What Events are Allowed?

Legacy of the Plains Museum allows a multitude of events. Here is a list of events we have hosted through the years:

- Board Meetings
- Weddings
- Wedding Receptions
- Bridal Showers
- Baby Showers
- Sorority/Club Meetings
- Graduation Parties
- Birthday Parties
- Wedding Anniversaries
- Memorial Services
- High School Reunions
- Christmas/Holiday Parties



Food & Catering

Planning on having food served at your event? Legacy of the Plains has a catering kitchen available to renters at no additional cost! The kitchen is located down the west hallway and offers a large catering counter—perfect for buffet-style meals, double ovens, a microwave, a refrigerator, and freezer.

Forgot a ladle? No worries! Our kitchen is stocked with supplies in case you forget to bring something. We just ask that you clean anything you use and leave the kitchen *better* than you found it.

Looking to have a catered meal served? That is perfectly fine! There are several options in the valley that offer catering. Simply let us know on the facility rental agreement form from whom you are having the food catered. For your convenience, some of our most frequently used caterers are listed below.

- **Colson's TNT BBQ**

186 E 6th Ave
Torrington, WY 82240
(308) 763-1035

- **Roma's Italian**

250023 Airport Terminal Street
Scottsbluff, NE 69361
(308) 633-7662

- **Meat Shoppe**

1050 M St.
Gering, NE 69341
(308) 436-3339

- **Panhandle Coop Deli**

401 S. Beltline Hwy W
Scottsbluff, NE 69361
(308) 632-5301

- **Subway**

1635 10th St.
Gering, NE 69341
(308) 436 - 2221

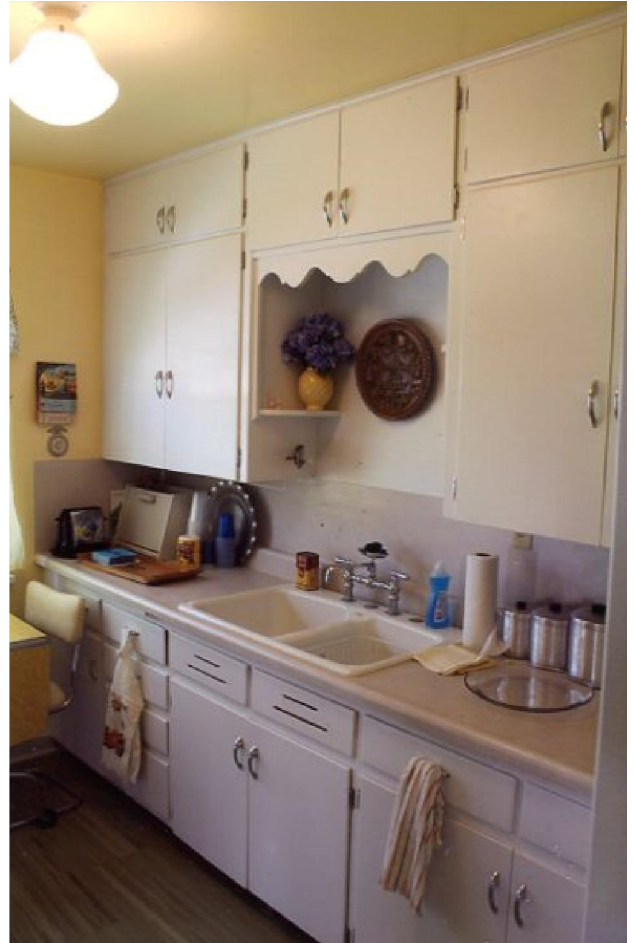
- **Weborg 21 Centre**

2625 10th Street
Gering, NE 69341
(308) 633-2112



What Else Should I Know?

Need a unique meeting space for your small group? The Wiedeman House is an excellent alternative! Groups such as PEO, Questers, and several bridge clubs have rented the house. The Wiedeman House is a farmstead house restored to the 1930's in the basement and the 1950's on the main floor. It is perfect for groups of ten or less!



It is important to notify the museum at your soonest convenience when selecting a date, as certain times of the year book quickly and dates that coincide with museum events will be unavailable. For larger events such as weddings, wedding receptions, and graduation parties, we recommend booking 8 months to a year in advance. The following dates and holidays that are unavailable for rentals are:

- New Year's Eve
- New Year's Day
- Christmas Eve
- Christmas Day
- Easter Sunday
- Thanksgiving
- 3rd Weekend in September (Harvest Festival)
- 1st Saturday in December (High Plains Christmas)
- 2nd Weekend in June (Circle the Bluffs Powwow)

It is important to note that the facility rental does not include exhibit hall admission. For groups of ten or more, we can offer a group admissions rate of \$8/per person. Tours are based on availability of docents and staff, and the discretion of the executive director. Food and drinks are not allowed in the main exhibit hall.

Rules and Policies

1. Museum rentals must occur within the hours of 8:00 am and 11:00 pm.
 - Events will be approved for the hours specified in the Rental Application. If those hours change, it is the responsibility of the Renter to contact the Museum.
2. No event will be put on the Museum's calendar until the Rental Agreement is signed and returned to the Museum.
3. Museum grounds and buildings shall be left in a clean and orderly condition. This includes, but is not limited to:
 - Cleaning all spills, stains and messes immediately, and notifying museum representatives.
 - Tables and Chairs shall be returned to their original location.
 - Trash shall be disposed removed from the museum and placed in the dumpster.
 - Restrooms shall be left in a neat and clean manner.
 - Lights shall be turned off.
4. Museum Property shall be treated with the utmost care.
 - No touching/moving/handling of artifacts or exhibits.
 - Food and drink are permitted in the Community Room, Conference Room and Lobby area only.
 - Glitter, Confetti, Helium Balloons, and open flames are prohibited in the Museum.
 - Signs or decorations may not be affixed to Museum property or buildings.
 - No Decorations over 8ft.
 - No draping on the walls.
 - Museum Artifacts and Displays will remain visible during event.
5. No smoking is permitted on museum grounds.
6. If any alcoholic beverages are to be served at your event, alcohol may only be served by a licensed caterer. Only wine and beer are allowed on museum grounds.
7. LPM reserves the right to deny use of its facilities to any person or organization who fails to comply with Museum policies and procedures. Facilities will not be made available to any organization that discriminates on the basis of disability, age, race, creed, color, sex, and/or national origin.
8. Total rental fee shall be due at least 30 days prior to the event unless previously arranged with the director. If the event is less than 30 days prior to the event, full rental fee is due at the time of booking.
9. Cleanup must be done no later than noon on the day after event unless other arrangements have been made with the director.

Rental Rates

(Please note that rental rates do not include the deposit rate.)

Wiedeman House \$50/day or suggested donation

Class 1 events (nonprofits and small meetings) \$50 deposit is required if providing food

Small events are usually less than four hours during the weekday and have minimal to no setup

Non-Profit/Service Org. Meetings \$50/day or suggested donation

Educational Rentals \$50

Club/Sorority Meetings \$75

Small Parties (less than 20 people) \$75

Class 2 events (corporate meetings and short events) \$50 deposit is required if providing food

Class 2 events are usually more than four hours and/or involve for-profit businesses

Motorcoach Tours \$100

Corporate Meetings \$150

Other Evening or Weekend Events \$150

Class 3 events (receptions) \$100 deposit is required at time of booking

Larger events usually are more than four hours, requires a significant setup and cleanup time, and/or fall on the weekends

Bridal/Baby Showers \$150

Weddings \$500

Wedding Receptions \$500

Graduation Parties \$300

High School Reunions \$300

*Optional to close museum for the entire day for \$1000 (Oct. - Apr.)

If alcohol is permitted at any event, an additional \$200 deposit is required.

Decorating or other set up can start 1/2 a day before event (noon) for \$250.

If you are a member or if your organization is a member, a 10% discount will be applied to the fees listed above. Memorial Services for Museum Members are free of charge.

All prices are subject to the discretion of the director.

Directions & Parking

Legacy of the Plains museum is located along the historic Oregon Trail at 2930 Old Oregon Trail Road in Gering, Nebraska, approximately half a mile east of Scotts Bluff National Monument.

From the North

Take Highway 71 (Avenue I) south from Scottsbluff to Gering. The road name will change to Five Rocks Road at the North Platte River. Continue south until you reach the four-way intersection with M Street and Old Oregon Trail. Turn west (right) for a half a mile. The museum is on the right.

From the South

Take Highway 71 north from Kimball to Gering. Take the exit for Gering on the right and follow the road to the four-way intersection with M Street and Old Oregon Trail. Turn west (left) for a half a mile. The museum is on the right.

From the East

If entering from Highway 92, keep heading straight until the road turns to Old Oregon Trail. The museum will be on the right. If entering from Highway 26 in Scottsbluff, turn left at the sign for South Beltline Road. Follow South Beltline to the intersection of Avenue I. Turn left (south) onto Avenue I. The road name will change to Five Rocks Road at the North Platte River. Continue south until you reach the four-way intersection with M Street and Old Oregon Trail. Turn west (right) for a half a mile. The museum is on the right.

From the West

If entering from Highway 26 from Mitchell, turn right on Avenue I. Continue straight. The road name will change to Five Rocks Road at the North Platte River. Continue south until you reach the four-way intersection with M Street and Old Oregon Trail. Turn west (right) for a half a mile. The museum is on the right.

PARKING IS FREE!

The museum's parking lot is located directly in front of the museum. The museum's parking lot can accommodate approximately 100 vehicles. There is also parking space for larger vehicles, such as buses and RVs.

