



High Plains Renaissance Faire Handbook

Welcome, stewards and companions of the High Plains Renaissance Faire. This Handbook serves as your essential guide, defining the roles, responsibilities, and operational standards for all individuals and groups dedicated to the success of our realm. Every section is built upon the **Code of Chivalry**, ensuring that all participants—from the Round Table to our newest volunteer—work together in **Loyalty to the Fellowship** to deliver an authentic, safe, and joyful experience for every guest.

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Section 1: Code of Chivalry

For Volunteers, Professional Participants, and the **Round Table Planning Committee**

We, the stewards of the High Plains Renaissance Faire, pledge to uphold this Code of Chivalry in every task, conversation, and encounter. Guided by the spirit of honor, fellowship, and gracious service, we work together as true companions of the realm and greet every guest as an honored visitor to our fair kingdom.

1. Loyalty to the Fellowship

We stand shoulder to shoulder as one company. We support our fellow volunteers and committee members with goodwill, share burdens without complaint, and speak with respect even in disagreement, for a united Round Table creates the faire's true magic.

2. Courtesy to All Guests

We greet every attendee—young or old, near or far—with warm welcome and patient kindness. We answer questions cheerfully, offer help before it is asked, and ensure every visitor feels like a welcome lord or lady in our realm.

3. Honor in Word and Deed

We keep our promises, arrive when we say we will, and represent the faire with honesty and pride. Our actions and words reflect the highest standards of the High Plains Renaissance Faire, both behind the scenes and in public view.

4. Diligence and Valor in Service

We perform our duties with energy and care, whether setting up the tilt yard, guiding crowds, or assisting at the maypole. No task is beneath a chivalrous heart; we approach each with the same steady spirit of excellence.

5. Clear Counsel and Open Ears

We listen with respect, speak plainly and kindly, and share ideas freely for the good of the faire. We resolve differences at the Round Table with wisdom and grace, never letting pride or haste divide us.

6. Generosity of Spirit

We offer help freely to one another and to guests alike. We share knowledge, lend a hand without being asked, and celebrate each other's successes, for true nobility is found in lifting up the entire company.

7. Grace Under the Sun and Storm

We meet challenges—crowded lanes, unexpected weather, or weary moments—with calm composure and good humor. Our steady grace helps keep the faire joyful and safe for all.

8. Protection and Safeguard

We guard the welfare of every guest and participant. We watch for hazards, follow safety rules faithfully, and step forward to assist anyone in need, ensuring the High Plains Renaissance Faire remains a realm of merriment and trust.

9. Humility and Willing Hearts

We remain open to guidance from the Round Table, accept feedback with gratitude, and seek always to learn and improve. No one among us is above serving the faire or its guests.

10. Joyful Merriment and Welcome

We carry the spirit of the Renaissance Faire in our hearts and on our faces. We smile, laugh, and spread delight so that every attendee leaves with memories of wonder, warmth, and true chivalric hospitality.

11. Fealty to the Sovereigns

We bring our wisest counsel and most dedicated efforts to the Round Table, where every voice helps shape the faire's future. All planning decisions and proposals from the Round Table are subject to the final approval of the Sovereigns—the two partner owners who bear responsibility for the realm's prosperity and success. In this way, we honor the ancient balance of noble counsel and sovereign guidance, working together in harmony for the greater glory of the High Plains Renaissance Faire.

By living these eleven points, we honor the ideals of the High Plains Renaissance Faire and each other. Let this Code guide us as we create a realm of fellowship, courtesy, and lasting joy for all who enter our gates in 2027.

So sworn upon the honor of the Round Table.

Upholding this Code is a requirement for continued fellowship within the Realm. Infractions of these points shall be addressed with the wisdom of the Round Table and, if necessary, the final judgment of the Sovereigns.



Section 2: Round Table Planning Committee

The Round Table Planning Committee serves as the dedicated fellowship responsible for providing the faire with "Clear Counsel and Open Ears". Its primary function is to gather and synthesize valuable input from the larger Casper community and professionals with relevant experience, upon which planning and executive decisions are based. Membership on the Round Table is by invitation of the Sovereigns and is reviewed annually to ensure continued alignment with the Realm's vision.

The Round Table meets privately each month to develop recommendations. Following each private meeting, an open volunteer meeting is held so that all Companions of the Realm may hear updates, ask questions, and join subcommittees. Each subcommittee is chaired by a Round Table member.

- **Role and Authority:** The Committee is an advisory body, and is explicitly **not a governing body of the Faire**. All planning decisions and proposals from the Round Table are subject to the final approval of the Sovereigns, upholding the principle of **Faith to the Sovereigns**.
- **Membership and Compensation:** Service on the Round Table is an entirely volunteer commitment of **Loyalty to the Fellowship**. No individual will be compensated for time spent at Committee meetings.
- **Financial Interests:** While service on the Committee is unpaid, members may hold a separate financial interest in the Faire through other approved capacities (e.g., as a Vendor or Specialty Experience provider). Members are expected to conduct their duties with **Honor in Word and Deed** and prioritize the good of the Faire in all counsel.



Section 3: Companions of the Realm (Volunteers)

All who pledge their time and spirit to the High Plains Renaissance Faire are cherished as essential companions, whose efforts uphold the merriment and structure of our kingdom. The spirit of every volunteer is guided by the **Code of Chivalry**, which serves as the core standard for all actions and interactions, particularly emphasizing *Diligence and Valor in Service* and *Courtesy to All Guests*.

Volunteers are invited to participate in open meetings following each Round Table session. Subcommittees are formed and led by Round Table members to execute specific areas of work.

3.1 A Vow of Service: Your commitment is a direct reflection of the Code's principles. This includes:

- Upholding **Loyalty to the Fellowship** by supporting fellow staff and committee members.
- Displaying **Honor in Word and Deed** by arriving promptly for your shifts and representing the Faire with pride.
- Demonstrating **Protection and Safeguard** by watching for hazards and assisting guests in need.

3.2 The Scope of Service: Volunteers are needed in two key areas:

- The Muster (Preparation):** Tasks leading up to the Faire, which may include assisting the Round Table Planning Committee with organizational needs, crafting, site preparation, or other tasks of *Diligence and Valor*.
- Event Weekend:** Roles range from ensuring *Courtesy to All Guests* at entry points, providing wayfinding, assisting vendors, supporting specialty experiences, or contributing to general site maintenance.

3.3 Compensation and Honor: While service is non-compensated, the Sovereigns pledge to provide 'The Steward's Provision'—including dedicated rest areas, water, and meal support for those serving full-day shifts during the event. Volunteers who dedicate 8 hours to assigned work (such as check-in on a faire day, building props with the team, or other labor) will be bestowed one free general admission ticket to the faire.

3.4 Joining the Company: To offer your service and learn of available roles, please contact the Sovereigns (admin@highplainsrenfair.com).

Section 4: Merchants and Purveyors of the Realm (Vendors)

Ensure the vendor application requires them to upload their own COI (Certificate of Insurance) naming the HPRF and the City as additional insured.

The merchants and purveyors of the High Plains Renaissance Faire are vital to creating an immersive and authentic atmosphere for our honored guests. Your primary purpose is to enhance the experience by offering unique, high-quality wares and sustenance, and conducting all business with the spirit of **Courtesy to All Guests** and **Joyful Merriment and Welcome**.

4.1 Booth Space and Cost

The standard booth space provided for all vendors is **12 feet by 12 feet (12' x 12')**. The cost for a standard 12' x 12' booth space is between **\$75 and \$100**. Specific pricing will be provided upon acceptance of your vendor application.

4.2 Vendor Categories and Requirements

Vendor requirements are differentiated based on the type of product or service offered to ensure the safety and satisfaction of all patrons and adherence to local regulations.

- **Artisans and Merchants (General Vendors):** These vendors offer crafts, clothing, jewelry, period goods, and other non-consumable items. All goods should align with a general Renaissance or medieval theme to maintain the integrity of the Faire experience.
- **Food and Drink Purveyors (Food Vendors):** These vendors sell prepared food and beverages for immediate consumption. Due to state and county regulations, Food Vendors have additional strict requirements, including:
 - Possession of all necessary and current state and county Health Permits and Licenses.
 - Adherence to all Faire-mandated Fire Safety and Sanitation Guidelines.
 - Proactive management of waste and patron seating areas.
 - Food Purveyors must provide a dedicated plan for grease and greywater disposal. No liquids or waste may be discharged onto the grounds of the Fort. Violations result in immediate banishment and a cleanup fee.

- **Handwashing:** All Food Purveyors must have a self-contained handwashing station. The Faire will provide hand sanitizer stations at the entrance, the Healer's Pavilion, and the Privy (Porta-potty) rows.
- **Waste Management:** To prevent pests and maintain health, vendors must bag all trash. The 'Gleaners' (Cleanup Crew) will do a site-wide sweep every two hours. Overflowing bins must be reported to the immediately.

4.3 Guidelines for the Realm

All vendors and their personnel must adhere to the **Code of Chivalry** and the following guidelines, which are designed for the benefit of the Faire, the patrons, and the vendors themselves:

- **Theme and Presentation:** Vendors must maintain a period-appropriate appearance for their booths and their attire. To maintain the integrity of the Realm, all modern structures (tents, tables, plastic bins) must be shrouded in period-appropriate materials (canvas, burlap, or wood). While Year One offers a 'Grace of the Sovereigns' for newcomers, blatant modern visuals are not permitted in the public eye. All vendor staff must commit to **Joyful Merriment and Welcome** and interact with guests in character where possible.
- **Honor in Word and Deed:** Vendors must honor all agreements, arrive on time for designated setup and teardown periods, and conduct all sales with honesty and transparency. Misrepresenting goods or services is strictly prohibited.
- **Taxes and Legal Obligations:** Vendors are solely responsible for acquiring all necessary sales tax permits, business licenses, and insurance, and for the collection and remittance of any applicable taxes.
- **Protection and Safeguard:** All vendors are responsible for maintaining a safe environment within their assigned area. This includes ensuring all tent ropes and power cords are properly secured to prevent trip hazards.
- **Electricity:** Standard booth fees do not include electrical hookups. Limited power is available for an additional 'Spark Fee' and must be requested during the application process.
- **Staking and Site Sensitivity:** To honor and preserve the historic grounds of Fort Caspar, the use of ground stakes is permitted only through prior coordination. Vendors must specify their intended anchoring method (stakes vs. weights) upon application.

4.4 The Founding Merchant Fellowship

The High Plains Renaissance Faire honors those who stand with us at the breaking of the dawn. To recognize the artisans and purveyors who commit their craft to our inaugural 2027 season, we established the **Founding Merchant Fellowship**—a prestigious circle limited to the first twenty (20) approved vendors. This fellowship is a pact of mutual growth: the Faire provides a platform for your legacy, and in return, you serve as a cornerstone of our realm's expansion.

Vendors recognized as **Founders** receive special acknowledgment for their early and ongoing support of the High Plains Renaissance Faire. In exchange for this status, Founders receive one primary benefit and accept one key responsibility:

4.4.1 The Benefits:

- **The "Founder's Mark":** Founders are granted a physical seal or digital badge (The Founder's Mark) to display on their booth and website, identifying them as an original architect of the High Plains Renaissance Faire.
- **First Right of Refusal:** Founders will be offered their same booth location for the following year before the general application period opens to the public.

4.4.2 Responsibility: Assisting the Round Table Planning Committee in identifying and recruiting other Wyoming artisans and performers.

- **Founders** commit to providing the Round Table with at least three (3) verified referrals of high-quality artisans or performers who meet the Realm's standards.
- **Aesthetic Mentorship:** Founders agree to serve as "Visual Stewards," ensuring their own booths set the highest standard for period-appropriate presentation to inspire newer vendors.
- **The Sovereign's Council:** Founders may be invited to a post-event "After-Action" meeting with the Sovereigns to provide professional feedback on site logistics and merchant operations to improve the 2028 experience.
- **The "Royal Referral":** Beyond just recruiting, Founders are asked to vet their referrals—vouching for the quality and reliability of the artisans they bring into the fellowship.

4.4.3 Limits of the Fellowship: This status is strictly limited to the first twenty (20) vendors whose applications are approved and fees are paid in full. Once the Great Seal is closed, no further Founders shall be named.

Section 5: Specialty Ticketed Experiences

5.1 Specialty Ticketed Experiences: Elevated Journeys in the Realm

To enhance the diverse offerings of the High Plains Renaissance Faire, various entities—including Guilds, local businesses, school groups, non-profits, and individuals—are invited to propose unique, ticketed specialty experiences. These experiences allow patrons to participate in deeper, more focused activities, enriching their visit beyond the general admission.

5.2 Specialty Ticketed Experiences: Curation of the Realm

To offer our guests deeper immersion, the Sovereigns invite proposals for high-caliber Specialty Experiences. These are not merely "booth activities," but curated events that serve as the crown jewels of the Faire's daily schedule.

5.3 Protection and Safeguard (Insurance Requirements): Any Specialty Experience, Guild demonstration, or Merchant activity involving kinetic tools (blacksmithing), weaponry (archery/combat), or fire, requires a specific 'Activity Rider' on the participant's insurance policy. This certificate must explicitly name the High Plains Renaissance Faire LLC and the City of Casper as 'Additional Insured.' This is the 'Shield of the Realm' that protects us all from the unforeseen.

5.4 The Standard of Admission (Vetting): Proposals are scrutinized for **Historical Resonance**, **Professionalism**, and **Production Value**. We seek experiences that elevate the Realm—such as Master-Led Workshops, Themed Banquets, or Guided Historical Immersions.

5.5 Logistics and Royal Tributes (Ticketing): To ensure a seamless guest experience, all paid Specialty Experiences must be managed through the Faire's official ticketing portal.

5.6 Infrastructure: While the Faire provides the **Stages, Royal Courtyard, and Combat Arena**, all specialty experience providers are responsible for their own specific "tools of the trade" and individual booth setups (tents, tables, etc.) unless a separate "Pavilion Rental" is agreed upon with the Sovereigns.

- A. **The Sovereign's Share:** The Faire retains **10% of all gross ticket sales** to cover marketing, ticketing infrastructure, and site security.
- B. **Infrastructure:** Vendors are responsible for providing all necessary "tools of the trade."
- C. **Free Reservations (RSVP):** While the Faire encourages free demonstrations, any RSVP-style event with a limited capacity must be approved to ensure it does not conflict with the event schedule.

5.7 Proposal and Approval

1. **Submission:** All proposals for specialty experiences must be submitted via email to admin@highplainsrenfair.org.
2. **Required Format:** A template proposal detailing requirements and expectations can be found here (insert link).
3. **Approval:** All specialty experiences are subject to the final approval of the Sovereigns, in alignment with the principle of **Faalty to the Sovereigns**.

Section 6: Guilds and Crews

Guilds and Crews are the dedicated, structured volunteer groups of participants who commit to portraying a specific historical or theatrical persona, significantly deepening the atmosphere for our honored guests. Guilds and Crews are invited fellowships of historical enthusiasts. While they provide the "Atmospheric Heart" of the Realm, they are distinct from Merchants.

Establishing a Guild or Crew is an opportunity to practice **Loyalty to the Fellowship** in pursuit of historical excellence and exceptional interaction.

6.1 Defining Roles

- **Guilds (Themed & Trade Groups):** Groups focused on demonstrating a specific historical craft, trade, or social unit (e.g., a Weaver's Guild, a historical encampment). Guilds are dedicated to sharing knowledge and promoting their chosen area of study through interactive displays and education.
- **Crews (Performance & Atmospheric Groups):** Groups focused on site-wide performance, theatrical combat, or atmospheric characterization (e.g., a group of wandering minstrels, a Royal Guard). Crews are tasked with lively, in-character interaction, embodying **Joyful Merriment and Welcome** across the realm.

6.2 Commercial Restriction

Guilds and Crews are non-commercial entities. The Charter grants the right to demonstrate and educate, but it does not grant the right to sell wares, food, or drink. Any member wishing to engage in commerce must apply separately as a Merchant/Vendor and pay the appropriate Royal Tributes (Booth Fees).

6.3 Chartering Your Company

Any group wishing to establish an official presence at the Faire must be formally chartered to ensure alignment with the goals and safety regulations of the High Plains Renaissance Faire.

- Submission:** Prospective Guilds and Crews must submit a Charter Proposal to the Sovereigns via the Round Table Planning Committee, detailing their theme, activities, and designated on-site leader (Guildmaster/Captain).
- Approval:** All Guild and Crew Charters are subject to the final approval of the Sovereigns, in alignment with the principle of **Fealty to the Sovereigns**.
- Accountability:** The designated Guildmaster or Captain serves as the official point of contact and is responsible for the adherence of every member to the Code of Chivalry.

6.4 Required Standards of Conduct

In exchange for official recognition, all members of Chartered Guilds and Crews must uphold the following standards:

- Immersive Attire:** All members must wear period-appropriate attire consistent with their Guild or Crew theme at all times while on the Faire grounds.
- In-Character Interaction:** Interaction with guests must embody the principles of **Courtesy to All Guests** and **Joyful Merriment and Welcome**. Groups must remain in character while in public view.
- Safety and Site Integrity:** Any on-site encampment or dedicated space must be maintained in a manner that protects the welfare of guests and fellow participants.

(**Protection and Safeguard**). Groups are responsible for the safety, setup, and cleanup of their designated area.

- D. **Faalty**: All Chartered groups must abide by the rules and decisions set forth by the Round Table Planning Committee and the Sovereigns. Failure to meet these standards may result in the immediate revocation of the group's Charter.
- E. **Membership Limits**: Guildmasters must provide a 'Muster Roll' (List of members) to the Sovereigns 30 days prior to the Faire. Only those on the Muster Roll are permitted in the Guild's dedicated tent if they have one
- F. **The Trial Year**: All new Charters are granted for a single season on a **Probationary Basis**. The Sovereigns shall review the group's conduct, reliability, and 'Grace Under Sun and Storm' following the 2027 season before a permanent Charter is extended.

Section 7: The Healers Pavilion (Safety/Health)

The Sovereign's Peace The safety of every guest and companion is the foundation of our Realm. While we celebrate the traditions of the past, we utilize the wisdom of the present to ensure the High Plains Renaissance Faire remains a place of merriment, not malady.

7.1. The Healer's Pavilion (First Aid)

- A dedicated, marked **Healer's Pavilion** will be centrally located on the grounds.
- This station will be staffed during all public hours by qualified first-aid personnel.
- All Round Table members and Guildmasters are required to know the direct path to the Healer's Pavilion from their respective zones.

7.2. Hydration: The Waters of Life

- **The High Plains Heat**: Casper in August can be a harsh master. All Merchants, Guilds, and Volunteers are **required** to have a personal water supply in their area.
- **Guest Access**: Potable water stations will be clearly marked on the map. We strongly encourage "Period-Appropriate" vessels, but modern hydration is a necessity.

7.3. Fire Safeguard

- **Open Flame Policy**: Due to the historic nature of Fort Caspar and the dry August grass, **open ground fires are strictly prohibited**.
- **Approved Containment**: Any theatrical or demonstration fires (e.g., a blacksmith's forge) must be contained in an approved vessel, have a dedicated fire extinguisher on-site, and receive a pre-event inspection by the **High Steward**.
- **Smoking**: Smoking and vaping are permitted only in designated "Smoker's Outposts" to prevent fire hazards and maintain immersion.

7.4. Incident Reporting (The Chronicler's Duty)

- Any injury, no matter how minor, must be reported to the Healer's Pavilion or a member of the Round Table immediately.
- A formal **Incident Report** must be filed by the end of the festival day to ensure the Sovereigns and the City of Casper are properly informed for insurance purposes.

7.5. Veterinary Safety (Animal Participants)

- **The Rule:** All animals must be pre-approved by the Sovereigns. Owners must provide proof of current vaccinations. Animals must be under control at all times. A 'Watering Hole' must be maintained for them away from the main food areas.

7.6. Accessibility & The ADA

The High Plains Renaissance Faire is committed to providing an inclusive experience. While the historic terrain of Fort Caspar consists primarily of grass and uneven ground, we strive to make the Realm accessible to all companions:

- Navigating the Realm: We maintain wide primary thoroughfares to accommodate wheelchairs, strollers, and those with limited mobility.
- The Healer's Pavilion: Beyond medical aid, the Healer's Pavilion serves as a 'Quiet Zone' for guests who may experience sensory overload and need a moment of calm away from the 'Joyful Merriment.'
- Support Animals: Service animals trained to assist individuals with disabilities are welcome throughout the Realm. We ask that owners ensure their companions are harnessed and under control at all times.

7.7. The "Wyoming Wind" Protocol

In Casper, the wind isn't just a nuisance; it's a structural hazard.

- **The Rule:** All tents and sunshades must be secured with a minimum of **40 lbs per leg**.
- **The Trigger:** "If sustained winds exceed **35 mph**, or gusts exceed **50 mph**, the Sovereigns may declare a 'Shields Down' order. This requires all vendors to lower their canopies and all guests to move to designated shelter areas (The Museum or personal vehicles).

7.8. The "Lost Soul" Protocol (Missing Child/Person)

- **The Protocol:** In the event of a missing child, the 'Lockdown of the Gates' will be initiated. No persons may leave the grounds until the child is located. All staff will move to 'Watchman' positions. Communication will be handled via [Specific Radio Channel/Group Chat].

Section 8: The Raising of the Realm (Logistics)

8.1 The Muster (Load-In & Construction)

- **Timeline (TBD):** The Sovereigns anticipate a **two-day setup window** (Thursday/Friday). Exact hours will be finalized following the site-map approval with Fort Caspar.
- **The Construction Yard:** A designated "**Sovereign's Yard**" will be established for the pre-assembly of major structures. **Major Structures** include: Tents, Stages, Booths, Encampment Fencing, and any item requiring more than two persons to move.
- **Vehicle Access:** Vehicles are permitted on designated paths for unloading. To protect the historic turf, no stationary vehicles may remain on the grass for more than 30 minutes. All vehicles must be off the interior grounds 90 minutes prior to the "Horn of Opening."

8.2 The "Invisible Wagon" (Parking & Mapping)

- **The Sovereign's Lot:** To maintain the 16th-century immersion, all modern vehicles must be moved to the designated **Sovereign's Lot** (see Official Site Map).
- **Essential Landmarks:** Participants should familiarize themselves with the locations of the **Healer's Pavilion** (First Aid) and the **Quiet Zone** (Sensory Break Area) during the setup window.

8.3 Site Restoration (The Sovereign's Sweep)

- **Leave No Trace:** Every Merchant, Guild, and Companion is responsible for the absolute restoration of their assigned space.
- **The Sweep:** All trash, **hay/straw**, and debris must be bagged and moved to the central collection point. Hay must be thoroughly raked; any organic material left behind can damage the historic sward.

8.4 The Great Departure (Load-Out)

- **Safety First:** For the safety of our guests, no vehicles will be allowed onto the grounds until the **High Steward** declares the "All Clear" (typically 60 minutes after the final gate close).
- **Teardown Order:** Merchants must pack their wares *inside* their tents before bringing vehicles onto the site. This keeps the thoroughfares clear and the departure swift.

Section 9: The Trial of Peers & The Sovereign's Seal

9.1 The Gentle Word Most conflicts should be resolved through direct, private, and chivalrous conversation between the parties involved, adhering to the principle of **Clear Counsel and Open Ears**.

9.2 The Steward's Mediation If a resolution cannot be reached, the matter should be brought to a member of the **Round Table Planning Committee**. The Steward will act as a neutral mediator to find a solution that serves the good of the Faire.

9.3 The Sovereign's Judgment Matters of extreme gravity—including safety violations, legal disputes, or repeated breaches of the Code—will be brought directly to the **Sovereigns**. Following the principle of **Fealty to the Sovereigns**, their decision is final.

9.4 The Peace of the Guest Under no circumstances shall a conflict, argument, or grievance be aired in public view. To do so is a direct violation of the Code and may result in immediate banishment from the Realm.