

Date Paid _____
 Deposit Returned _____
 Key Returned _____

Fair Grounds Usage Agreement

This agreement is being entered into by the following parties:

Lawrence County Junior Fair Association, PO Box 57, Sumner, IL 62466 and this Organization/group:

Organization	
Contact Person	
Phone Number	
Address	

The above named is planning the following event and will be holding such at the Lawrence County 4-H Center on the following date(s):

Dates Requested	
Name or Type of Event	

In doing such, the above named would like to reserve the following building(s):

	Rental Fee-	Rental Fee –	No. of Days	Total
Main Building	\$300.00 (October- March) \$200.00 (April – September)			
Meeting/Dining Room	\$75.00			
Kitchen	\$75.00 (For Serving & Cleanup Use)			
Grandstand	\$250.00 (Night Use)			
Grandstand	\$150.00 (Day Use)			
Livestock Barns (Restrooms included)	\$150.00			
RV Parking	\$15.00 per day per vehicle			
Booking Deposit	\$50.00			
TOTAL DUE Grounds Included in each rental				

Hold Harmless Contract Agreement: I/We assume responsibility for my/our own event and agree to relieve the **LAWRENCE COUNTY JUNIOR FAIR ASSOCIATION AND THE LAWRENCE COUNTY 4-H BUILDING AND GROUNDS COMMITTEE** of the liability for any damages beyond due care, including claims for loss, damage or injury. I/We understand I/We am responsible for insurance on my/our merchandise and equipment at my/our own expense. I/We understand this is to include public liability. I/We agree to abide by the General Rules set forth and assume responsibility for setting up my/our event.

I/We agree to the terms of this agreement and will abide by its rule and guidelines. Please accept this as my/our request to rent the fair grounds.

Signed: X _____ for Organization.

Date: _____

Accepted _____ (date) by: _____
 for the Fair Association.

Questions or Comments should be directed to Jane Inyart or Ron Waldrop at 618-943-5018. Any deviation must be approved by the Lawrence County Junior Fair Board.

RULES AND GUIDELINES FOR USAGE OF THE LAWRENCE COUNTY 4-H CENTER

LIABILITY INSURANCE: A certificate of insurance for general liability from your company is required. The renter shall carry liability insurance covering the event, audience and anyone who is on the fairgrounds. Renter will furnish evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide \$1,000,000 each occurrence and same for aggregate. The certificate must be original, not a copy, and signed by the representative. This certificate must be in the Fairgrounds office 10 days prior to the event or event will not take place.

PARTICIPANT WAIVERS: For hazardous participant events, a release and waiver of liability must be signed by each participant prior to taking part.

PAYMENT OF RENTAL FEE: Payment for facility rentals must be paid 10 days before your event starts. Keys will not be released until fee is paid in full. When payment is received within less than ten (10) days, payment shall be paid in cash or cashier's check. A \$25.00 fee will be charged on all returned checks.

BOOKING DEPOSIT: A \$50.00 security deposit is due with rental agreement. This deposit will be returned to the renter after inspection of building and grounds have been checked for condition, damages and the key is returned.

CANCELLATIONS: If cancelled thirty (30) days before event, the \$50.00 security deposit will be returned.

1. **USERS AGREES TO PROTECT THE GROUNDS AND BUILDINGS FROM DANGER OR VANDALISM.**
2. **HOURS OF USE:** 6:00 AM to 12 Midnight, unless otherwise stated in the rental agreement.
3. **SET-UP:** Early or Late uses of the building will be no more that 12 Noon before day use or 12 Noon after day use. If more time required, an extra day's rent will be charged.
4. **ANNOUNCING YOUR EVENT:** The rental agreement must be signed before the renter may advertise or promote the event. Use of the sign in front of the building is permissible ten days before the event.
5. **ABSOLUTELY NO ALCOHOL OR DRUGS ALLOWED ON FAIRGROUNDS.**
6. **NO SMOKING IS ALLOWED IN ANY FAIR BUILDING, TENTS OR GRANDSTANDS.**
7. **NO MOTOR VEHICLES ARE ALLOWED INSIDE THE MAIN BUILDING.**
8. **TABLES AND CHAIRS:** Renter is responsible for setting up, taking down, restacking and proper storing of tables, chairs and equipment if used while renting premises.
9. **TRASH:** All trash containers must be emptied in the outside garbage containers. All trash must be picked up outside of building and emptied in the outside garbage containers.
10. **DECORATING MATERIALS:** Remove decorating materials at the conclusion of the event. Use masking tape ONLY on surfaces; no adhesive tape, nails or staples.
11. **FLOORS:** All rooms used must be swept and free of debris.
12. **PHONE CHARGES:** Renter is responsible for any long distance phone charges incurred while renting building. Charges will be billed to renter.
13. **ANIMALS:** No animals are allowed inside of the Main building except requirements of ADA.

Emergency Numbers:

Brant White	936-2114
Jane Inyart	936-2851
Rita Palmer	945-7138
Brent Brinkman	947-2017

14. **RV PARKING:** Any vehicle hooked up to the fairground utilities will be charged \$15.00 per day in addition to renter fee.