

Union County Fair Grounds Building Rental Info

For booking info call Dan Stephens at 641-202-3385 (cell) or 641-782-6942 (home).

All renters must show a Certificate of Public Liability Insurance listing the Union County Fair Board as additional insureds with the limit of liability of one million dollars per occurrence limit with an equal aggregate limit or greater.

4-H or Commercial Building: \$150 Entire Building plus \$150 Refundable Deposit. \$400 Refundable Deposit Required for Alcohol with proof of additional insurance coverage for alcohol. **Both Buildings \$250/Day.**

Concessions Stand Lunch Room: \$75 plus \$75 Refundable Deposit.

\$200 Refundable Deposit Required for Alcohol with proof of additional insurance coverage for alcohol.

If there are no other paid bookings, the rental rate is from noon on the day before the rental until noon on the day after the main rental day. For example: For Saturday rentals, **if there are no other rentals**, the key may be picked up after 12 pm on Friday and the building **must** be cleaned and vacated by 12 pm on Sunday or additional rates will apply. The deposit can be withheld if these guidelines are not followed. Additional day \$75 each.

Rules:

1. **NO WALL or CEILING DECORATIONS OF ANY KIND THAT WILL DAMAGE THE WALLS OR CEILING!**
2. **NO SMOKING ALLOWED IN BUILDING.**
3. **NO ALCOHOL WILL BE ALLOWED UNLESS PROOF OF ADDITIONAL INSURANCE COVERAGE IS PROVIDED AND ADDITIONAL DEPOSIT IS PAID.**

A **DEPOSIT of the rental fee (\$150/\$75) will be necessary at the time of reservation** and will be returned if cancelled 30 days prior to event. The **Refundable Deposit** will be due 7 working days prior to use of the building or contract may be *VOID*. The keys may be picked up the day before the event (if nothing is booked). When keys are returned the building will be inspected. If inspection is passed the deposit will be returned. If any cleaning or damage repair is needed or any items in this contract are violated, the entire refundable deposit will be forfeited, and the total amount of damages will be the responsibility of renter.

Renter Responsibilities: Renter is responsible for cleaning the building, which shall include:

1. Clear & wipe down tables/chairs
2. Put tables/chairs away
3. Sweep floors and mope any mud/spill areas
4. Clean bathrooms
5. Turn off lights
6. Put garbage in dumpster
7. Be sure building is locked when you leave.

Cleaning supplies and paper products are located in a kitchen area.

The owner is to be held harmless in the event of injury or accident while this agreement is in force.

If there are any problems when you arrive to set up (or anytime during your event) please let us know immediately. We want this to be a positive experience for everyone involved!

Today's Date: _____

Building Rental Contract

Union County Fair Grounds
Afton, Iowa

Phone: Dan Stephens 641-202-3385 (cell) or 641-782-6942

Reservation for: _____ **Date of Event:** _____

_____ **Starting Time:** _____
_____ **Ending Time:** _____
No. of People: _____
Phone (day): _____
Phone (evening): _____

Payments:	<u>Amount</u>	<u>Check #</u>	<u>Date</u>
Reservation Fee \$150/\$75	\$ _____	_____	_____
Beer and/or wine to be served?	Yes ___ No ___		
Cleaning/Damage Deposit \$400/ \$200/ \$150/ \$75	\$ _____	_____	_____

Final payment must be received by: _____

Reservation taken by: _____

Payment Terms:

- 1) A **DEPOSIT** of the rental fee (\$150/\$75) will be necessary at the time of reservation (*Check will be cashed upon receipt*) but payment will be returned if cancelled 30 days prior to event. The remaining **refundable deposit** will be due at least 7 working days prior to use of the building or contract may be *VOID*.
- 2) Cleaning/Damage deposit will be returned upon satisfactory inspection following the event.
- 3) If any cleaning or damage repair is needed or any items in this contract are violated, the entire refundable deposit will be forfeited, and the total amount of damages will be the responsibility of renter.

I have read and understand the Union County Fair Grounds Cleanup Checklist and agree to leave the building and grounds in the same condition as upon arrival.

Signed: _____
Person/Agent

Printed Name