

## Union County Fairgrounds – Afton, Iowa

### Building Rental Terms & Conditions

For booking questions, call Terry Weinkoetz at 641-202-0141.

Please see our website for availability – [www.unioncountyfairgrounds.com](http://www.unioncountyfairgrounds.com)

All renters must show a Certificate of Liability Insurance listing the Union County Fair Board as additional insureds with the limit of liability of \$1,000,000 per occurrence with an equal aggregate limit or greater.

#### **Iowa State Savings Bank Show Arena – United Farmers Co-op Swine/Sheep/Goat Building**

Option 1: Non-wedding Rental – \$500 per day

Option 2: Wedding Rental - \$1,000

**\*\*Additional washing fee of \$1,000 will be charged for events booked between March 1<sup>st</sup> and September 1<sup>st</sup>\*\***

Refundable deposit required for alcohol with proof of additional insurance coverage for alcohol.

15 round tables, 15 rectangle tables, and 180 chairs are available to rent.

If there are no other bookings the day prior to your reservation, keys may be picked up at noon the day prior to your reservation. If there is an event booked the day before your reservation, keys may only be picked up the morning of your event. Keys must be returned by noon the day after your reservation. Please contact Terry Weinkoetz to schedule times to pick up and return keys.

A deposit of half the rental fee will be necessary at time of reservation, and will be returned in the event of cancellation if canceled 30 days prior to the rental date(s). The balance of the rental fee and the refundable deposit will be due 7 working days prior to use of the building, or contract may be voided. The building rented must be cleaned and vacated by 12:00pm the day prior to the event, or additional rates will apply. The deposit can be withheld if these guidelines are not followed. Additional days will be a charge of \$75 each.

When keys are returned, the building will be inspected. If inspection is passed, the deposit will be returned. If any cleaning or damage repairs are needed, or if 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 the renter. The owner is to be held harmless in the event of injury or accident while this agreement is in force.

#### **Rules:**

1. No wall or ceiling decorations of any kind that will damage the walls or ceiling.
2. No smoking allowed in the building.
3. No alcohol will be allowed unless proof of additional insurance coverage is provided and additional deposit is paid. Only beer and wine may be served on the premises.

**Renter Responsibilities:** Renter is responsible for cleaning the building with the supplies provided, which shall include:

1. Clear & wipe down tables/chairs
2. Put tables/chairs away
3. Sweep floors and mop any mud/spill areas
4. Clean bathrooms
5. Turn off lights
6. Take garbage to dumpster
7. Lock building when finished

*Please let us know if you have any issues. We want this to be a positive experience for everyone involved!*

Today's Date: \_\_\_\_\_

**Iowa State Savings Bank/United Farmers Co-op Building Rental Contract**

**Union County Fairgrounds – Afton, Iowa**

Name of renter(s): \_\_\_\_\_

Reservation for: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ No. of People: \_\_\_\_\_

Alcohol to be served? Yes \_\_\_ No \_\_\_

**Payment terms:**

1. A deposit of the rental fee will be necessary at the time of reservation (Check will be cashed upon receipt). However, payment will be returned if canceled 30 days prior to the anticipated event. The remaining refundable deposit will be due at least 7 working days prior to use of the building, or contract may be voided.
2. Cleaning/damage deposit will be returned upon satisfactory inspection following the event.
3. If any cleaning or damage repairs are needed, or if any items in this contract are voided, the entire refundable deposit will be forfeited and the total amount of damages will be the responsibility of the renter.

I have read and understand the Union County Fairgrounds Rental Terms and Conditions and Contract and agree to carry out the responsibilities of a renter as listed and abide by the rules also listed in the terms and conditions.

Signed: \_\_\_\_\_

Printed name of renter(s)

\_\_\_\_\_

Signature of renter(s)

Please mail a check for the reservation fee, this completed contract, and proof of insurance coverage to:

Union County Fair Association

PO Box 292

Creston, IA 50801

**To be completed by the Union County Fair Board**

Payments:

Amount

Check #

Date

Reservation Fee: Half of Rental Fee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Balance of Rental Fee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cleaning/Damage Deposit

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Refundable Deposit must be received by: \_\_\_\_\_ Reservation taken by: \_\_\_\_\_