

Rental Reservation Form

Date Reserved: _____ Rental Dates: _____ Rental Facility: _____ # of Rental Days _____
Organization/Name: _____ Type of Event: _____
Contact Person 1: _____ Contact Person 2: _____
Phone Number: _____ Phone Number: _____
Address: _____ Email: _____
Website: _____ Approximate Number of People Attending (Required) _____

RENTAL COST OF FACILITY

☐ PAVILION/STAGE/COURTYARD/POLE BARN

Fri-Sun **3- day min.** \$3000. \$600 per Day Mon-Thurs

Need Kitchen Pilot Light Y ☐ N ☐

(PAVILION Rental includes 300 plus chairs; 70-8' banquet tables, 29-6' round tables)

☐ **4-H BUILDING** Need Kitchen Pilot Light Y ☐ N ☐
\$400 per Day

☐ **West Grounds** \$1,200 per Day

☐ **West Parking Lot** \$250 per Day

☐ **Picnic Area** \$200 per Day

☐ **Rodeo Arena** \$1,200 per Day

☐ **4-H Arena**
\$400 per Day

☐ **Barns, Floral Bldg. Beer Garden** \$200 per Day

☐ **Horse Stalls Rental - \$20.00 Per Stall**
Horse Cleaning Stall Refundable Deposit \$75.00 Per Stall
Full amount due at time of rental signing

☐ **Camping** \$20 per Day – Dry \$35 per Day-Elec/water

Note: Rental Costs do not include damage, cleaning, or alcohol depts.

The Reservation/Damage fee is due at time of reservation to secure date with remaining total due 60 days before event date.

Total Rental Amount: \$ _____

Reservation/Damage fee: \$500.00

Will Alcohol be on Premises Fee: Yes: ☐ No: ☐

If yes include \$300.00 non-refundable Alcohol Fee. *

Non-Refundable Cleaning Fee: \$300.00**

TOAL RENTAL COSTS \$ _____

Damage Deposit Refund \$ _____

Reservation/Damage Deposit Refund due if facility is left in same condition as prior to rental date and no damage occurred.

PROOF OF INSURANCE

RENTER shall obtain general liability and property damage insurance in an amount of not less than \$2,000,000 per occurrence and shall provide FAIR BOARD a certificate of insurance in that amount naming Columbia County, the Columbia County Fair Board, and their officers, agents and employees as additional insureds.

\$35 NSF Fee on all Returned Checks

Non-Profits – In-kind affiliates associated with the fairgrounds (rodeo committee, etc.) the rental cost is waived. Non-Profits not affiliated with the fairgrounds receive a 25% discount. **DISCLAIMER** the fair board has the discretion to make changes if the organization wants to address the fair board.

*An additional \$300.00 non-refundable alcohol on premises deposit is required if the event serves alcohol.

** The Alcohol & Cleaning deposits covers sanitation, disinfectant, product, trash pickup and removal, and labor. If Renter does not leave the spaced rented in the same condition it was received in or there is damage exceeding the deposit amounts there will be a billing fee at a rate of \$50.00 per hr. for any additional repairs, labor or services rendered into which the Renter is responsible for the overage and will be billed. Rental includes one dumpster. If more needed \$200.00 extra ea. if overflow it will be deducted from Damage Deposit.

SOUND EQUIPMENT Pavilion PA system rental for \$100.00/day includes: 12 Ch. Mixer, 3 audio power amplifiers, 6-15" two-way speakers, 1-hand held wireless microphone with boom stand, Set up and removal. The sound equipment must be pointed in the direction of the grandstands if renting the Rodeo Arena. Additional equipment offered by third-party vendor at Renter's expense.

Renters Signature: _____ Date: _____

By signing this Reservation Form, you as the Renter Agree to the Terms & Policies Listed above and Listed on our Website.

Fair Board Signature _____ Date: _____
President

Fair Board Signature: _____ Date: _____
Secretary