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**
Fri-Sun **3- day min**. $3000. $600 per Day Mon-Thurs
Need Kitchen Pilot Light Y ☐ N ☐
(PAVILION Rental includes 300 plus chairs; 85-8' banquet tables, 25-6' round tables)

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

☐ **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

☐ **Show Pavilion** $500 per Day

☐ **Barns, Floral Bldg., Butch's Corral** $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** $25 per Day – Dry ☐ $35 per Day-Elec/water

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

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 Deposit:
☐ Pavilion: $2,500.00 ☐ All Other Facilities: $500.00

Will Alcohol be on Premises Fee: Yes: ☐ No: ☐
If yes include $500.00 non-refundable Alcohol Fee. *

Non-Refundable Cleaning Fee**: $_____(Office Use Only)

Cleaning fee is based on the facility rented. See Fee Chart below.

Facility	Cleaning Fee
Pavilion	$350.00
4-H Building	$210.00
Outside Restrooms with facilities	$100.00
Outside Restrooms without facilities	$150.00

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.

$35 NSF Fee on all Returned Checks

_____ **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.**

Non-Profits – In-kind affiliates associated with the fairgrounds (rodeo committee, etc.) the rental cost and fees are waived. Non-Profits not affiliated with the fairgrounds receive a 25% discount on rental of facilities ONLY. Does not include camping nor fees. DISCLAIMER the fair board has the discretion to make changes if the organization wants to address the fair board.

*An additional $500.00 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 space 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 each 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. **Music and other loud noise must remain inside the rented building and are prohibited between 10:00 pm and 7:00 am. Violation of the Facility Rental Agreement may result in loss of the Damage Deposit.**

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 President Signature: Peggy Howell Date: _____

Fair Board Secretary Signature: _____ Date: _____