

# R e n t a l   R e s e r v a t i o n   F o r m

Date Reserved: \_\_\_\_\_ Rental Dates: \_\_\_\_\_ Rental Facility: \_\_\_\_\_ # of Rental Days \_\_\_\_\_  
 Organization/ Company: \_\_\_\_\_ 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**  
 \$500 1/2 Day    Need Kitchen Pilot Light    Y / N  
 \$600 per Day Mon-Thurs  
 \$1,000 per Day Fri-Sun
- 4-H BUILDING**    Need Kitchen Pilot Light    Y/N  
 \$200 1/2 Day  
 \$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**  
 \$200 1/2 Day  
 \$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** \$15 per Day – Dry,  
 \$35 per Day - Elec/water

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

**\$500 Deposit is due at Reservation signing to secure reservation date with remaining total due 60 days before event date.**

Total Rental Amt. \$ \_\_\_\_\_ Reservation fee **\$500**  
 \*Non-Refund Alcohol on Premises Deposit: Y \_\_\_ N \_\_\_ **\$300**  
 \*\*Non -Refundable Cleaning Deposit **\$300**  
 \*\*\*Damage Deposit **\$500** Fully Refundable  
 \*Damage Deposit Refund \$ \_\_\_\_\_  
 Damage Deposit Refund due if facility is left in same condition prior to rental date and no damage occurred.  
 Rental of PAVILION includes 300 plus chairs; 80-8' banquet tables, 25-6' round tables

**PROOF OF INSURANCE**

**RENTER shall obtain general liability and property damage insurance in an amount of not less than \$2,000,000 per occurrence to protect COUNTY, FAIR BOARD, and their officers' agents, and employees.** RENTER shall provide FAIR BOARD a certificate of insurance in the amounts described above which names Columbia County, the Columbia County Fair Board, and their officers, agents and employees as additional insureds.

**\$35 NSF Fee on all Returned Checks**

Fires are not permitted on the property at any time - If discovered that a fire was \*gas or wood\* was lit it will result in loss of your deposit

**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.

**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 Agrees to the Terms & Policies Listed Above and Listed on Our Website

Fair Board Signature:     Peggy Howell     Date: \_\_\_\_\_  
 President

Fair Board Signature:     Secretary     Date: \_\_\_\_\_