

Welcome to Clover Hall

Our Facility

Our facility is located on the Greene County Fairgrounds at 601 East Lincoln Way in Jefferson Iowa. Our facility is used during the annual fair as an exhibit building but can be transformed into almost any need such as anniversary parties, wedding receptions, corporate meetings, etc.

The main hall is an approximately 55' by 100' open area with concrete floor. A small corner is used as a bar and is available by request. The entry, handicapped restrooms, kitchenette, and storage are added to the north. A simple sound system, rectangular and round tables, risers, and plenty of steel chairs are available for use in the facility. The entire facility is climate controlled with heat and air-conditioning. Internet and WiFi is available upon request. Ladders are also available.

The kitchenette and equipment (icemaker, coffeemaker, commercial refrigerator, commercial deep freeze, ovens, etc) may be used at no additional charge. You must provide your own dishes, eating and serving utensils, dish towels, etc. You may prepare your own food or utilize a caterer of your choice.

Alcohol is permitted with the following provisions:

Prior approval

Beer, wine, and Champagne can be provided without charge to your guests – NOT sold – at events.

(Monies cannot be collected for any reason, including attendance, meal, donations, etc)

Liquor can be provided and/or beer and liquor can be sold only with an appropriate license issued by the State of Iowa.

The Greene County Fair Association holds a liquor license and, upon agreement, a bartender may be available for your event.

The Greene County Fair Board reserves all rights to the bar. If the bar is going to be used, all alcohol must be purchased through the Fair Association.

The Greene County Fairgrounds has a smoke-free policy in all of its buildings. Renters are requested to instruct all guests or patrons to go outside to designated smoking areas to smoke.

Items may be displayed along the walls using the available hooks for hanging. **DO NOT** tape, staple, nail, tack, etc any item in any manner to the walls or doors. (The Fair Board may assess a damage cost for such action)

The renter is responsible for setting up, basic cleaning, and tear down as to leave the building as found (unless other arrangements are made with management). Please remove all garbage to the dumpsters located outside the kitchen door and mop any spills of alcohol, pop, etc. Any extra cleaning, damages, or removal of decorations or left-over items may be assessed to the renter. When you leave the building, please be sure that all doors are locked and secured and, on your final exit, place the key cards inside the entry door or on the kitchen counter unless other arrangements are made.

Clover Hall Checkout

Clean any utensils that you use and wipe the tables and counter clean.

Empty any garbage to the dumpsters outside the kitchen door.

Extra garbage bags for the kitchen are in the drawer nearest the stove.

Wipe tables clean and put away onto the provided carts. (Unless other arrangements are made)

Rectangular tables go 20 per cart and face down, round tables go 12 per cart.

Chairs go 7 per peg/set and hung upside down.

Please be care-full that you hang them high enough that they do not drag on the floor!

Remove any garbage and place in the dumpsters outside the kitchen door.

Extra garbage bags for the rectangular containers are available in the cabinet in the table/chair closet.

Mop any wet spills, etc. and sweep the floor. (We will take care of the final mopping)

Make sure the lights are shut off and all doors are locked as you go out your final time.

You may leave the key cards on the entry floor or the counter in the kitchen unless other arrangements are made.

Check the outside area for any trash and place in the dumpsters.

Helpful Hints for Clover Hall

Before you get here -

You will be given key cards for your event at Clover Hall. These cards give you access to the required areas based upon what activity you are having. A single swipe at any reader will open the latch for a short period of time to allow access. To open the doors for 'free' pass, first touch the card near the reader, wait about two seconds and touch the card again. This will need to be done at each door that you want to be in 'free' mode. The LED light should show green meaning the door is unlocked for your guests. To lock the doors, touch the card near any Clover Hall reader, wait two seconds and touch again. The LED light should now show red. When locking the doors, this action will lock *all* the outside doors at once.

The facility has approximately 60 – 8' tables, 24 – 5' round tables, 450 chairs, and risers. A simple sound system is available upon request.

You will need to furnish you own items such as dish towels, dish soap, serving utensils, pots and pans, coffee, etc. if needed.

While you are here -

The Greene County Fairgrounds has a smoke-free policy in all of its buildings. Renters are requested to instruct all guests or patrons to go outside to smoke.

Please refrain from excessive opening and especially leaving open the garage doors. Those doors left open will challenge the air handling system from working properly for your event and after all it is a fair grounds and there are flying bugs around.

Tables and chairs are stored on racks designed to move about the building. Please don't drag or roll tables across the floor. Place chairs on the racks so as they don't drag on the floor.

If burning candles are used, they must be dripless. Flameless candles are suggested.

No tables or chairs may be removed from the building.

Items and decorations may be displayed along the walls using the available hooks for hanging. **DO NOT** tape, staple, nail, tack, etc any item in any manner to the walls or doors.

There is a pipe frame located in the middle of the building hanging from the ceiling. This can be used to hang decorations, lights, etc. There are outlets located in the north center two 'clouds' controlled by switches on the north wall. **DO NOT** hang, tape, staple nail, tack, etc any item to the 'clouds'. (*Remember – one or two tape marks or staple may not seem too much, but after weeks they will add up*)

The renter is responsible for setting up, basic cleaning, and tear down as to leave the building as found (unless other arrangements are made with management). Please remove all garbage to the dumpsters located outside the kitchen door and mop any spills of alcohol, pop, etc.

The sign information will normally appear a few hours before your event.

Before you leave -

Clean up and mop any wet spills. Dry mop (sweep) the floors. Empty all trash receptacles and place garbage in the dumpsters outside the kitchen door. Remember to clean up any garbage that your guests may have left outside also. Any extra cleaning, damages, or removal of decorations or left-over items may be assessed to the renter.

Tables, chairs, and risers should be cleaned, rinsed, and stacked and stored as the diagram found in the storage room shows: (20 – 8' tables per cart, 12 – round tables per cart, 84 chairs per cart (please make sure the chairs are hung so that they do not drag on the floor), stages stacked on the cart and put in the northwest corner)

If you used the refrigerator, freezer, or ovens – please check that nothing was left inside and that the ovens are off.

Place any keys or cards on the kitchen counter and when you leave the building, please be sure that all lights are off and all doors are locked and secured.

Bar Policy

Alcohol is permitted with the following provisions:

Prior approval

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(Monies cannot be collected, including attendance, meal, donations, etc)

Liquor can be provided and/or beer and liquor can be sold only with an appropriate license issued by the State of Iowa.

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Bar Options

- 1 Cash Bar
- 2 Cash Liquor and Open Beer
- 3 Open Liquor and Open Beer
- 4 Open bar on a set dollar amount.

When that amount is reached the bartender will switch to a cash bar

Cash bar current prices (subject to change)

Can and bottle beer	\$3.00
Mixed Drinks.....	\$4.00
Top Shelf.....	\$5.00
Wine	\$4.00
Shots	\$4.00
Top Shelf.....	\$5.00
Kegs	\$175.00ea
<i>Maximum of 4 kegs</i>	
Margarita Machine rent.....	\$60.00
Plus per batch	\$18.00

If the bar option is utilized, no carry in by renter or patron will be allowed.

Bartender has the right to refuse service to anyone

Front Gate Promotion Sign

The Greene County Fair has an LED message billboard available to promote your activity while at the Greene County Fairgrounds.

Messages should be brief and simple explanations of your event and/or congratulatory in nature. One or two screens usually will get your message across and announce your event.

Message requests can be left with the facility manager and/or emailed to sign@greencountyiowafair.com



The Greene County Fair Board reserves the right to publish or not any requests and accepts no liability in errors or omissions in using the LED message billboard.

Clover Hall Rental Agreement

Name of Lessee: _____ Booking Date: _____

Address: _____ City and State: _____

Phone: _____ Second Contact: _____

Event _____

Rental Period: Beginning at ____:____.m. on ____/____/20____

and ending at ____:____.m. on ____/____/20____

Other Rental understandings: _____

Event Fee \$ _____

Other (*days, buildings, etc*) \$ _____

Total \$ _____

Deposit (*if required*) \$ _____


Due \$ _____

The Greene County Fair Association ("Fair Association") agrees to lease Clover Hall, a metal framed exhibit hall and onsite parking located at 601 E Lincoln Way, Jefferson Iowa ("Premises") to the Lessee during the Rental Period. The Premises includes a public address system, handicapped accessible restroom facilities, basic kitchenette, chairs, tables and heat/air conditioning. The Lessee may utilize additional equipment belonging to the Fair Association with the Fair Association's prior written approval. Lessee is responsible for cleaning the Premises prior to the end of the Rental Period, and is further responsible for removing all items and materials that were not at the Premises at the beginning of the Rental Period. The Fair Association reserves the right to assess additional charges and/or retain any deposit made by Lessee if extra cleaning is required or if items or materials have to be removed from the Premises after the Rental Period, or if damage is sustained to the Premises or any property of the Fair Association. Damage to equipment and facilities will be charged at cost.

In connection with and as a part of the consideration for the execution of this Rental Agreement, the Lessee agrees to indemnify and hold harmless the Fair Association, its Board of Directors and staff, from any and all liability for theft, damage, or other loss or expense, including but not limited to personal injury or property damage sustained by the parties to this Rental Agreement or any third party on the Greene County Fairgrounds, except for any such injury or damage caused by the gross negligence or willful misconduct of the Fair Association or its officers, agents, or employees. Lessee further agrees to indemnify the Fair Association for any attorney fees or other costs incurred by the Fair Association as a result of any claim brought in connection with this Rental Agreement.

The Lessee shall provide and pay for insurance, if any, carried for the above event, and at times be required to present a valid certificate of insurance naming the Greene County Fair Association. Any insurance carrier should be notified by the Lessee of this Agreement. The Lessee shall protect and hold harmless the Fair Association from all subrogation claims.

Lessee shall not assign or otherwise transfer its interest in this Rental Agreement without the written consent of the Fair Association.

 I acknowledge receipt of a copy of this agreement and policies.

LESSEE

GREENE COUNTY FAIR ASSOCIATION

Signature

By: _____

Printed Name

Title

Camping Reservation

Name: _____ Date: _____

Address: _____ City and State: _____

Work Phone: _____ Second Contact: _____

Camper Type: _____

Camping Period: _____ thru _____ Fee \$ _____

Camping Spot _____

The Greene County Fair Association ("Fair Association") agrees to lease camping space to the Lessee as listed above. Lessee is responsible for removing all items from the Premises by the end of the camping period. The Fair Association reserves the right to assess additional charges to Lessee if items or materials have to be removed from the Premises after the expiration of the Rental Period, or if damage is sustained to the Premises or any property of the Fair Association.

In connection with and as a part of the consideration for the execution of this Agreement, the Lessee agrees to indemnify and hold harmless the Fair Association from any and all liability for theft, damage, or other loss or expense, including but not limited to personal injury or property damage sustained by the parties to this Agreement or any third party of the Greene County Fairgrounds, except for any such injury or damage caused by the gross negligence or willful misconduct of the Fair Association or its officers, agents, or employees. Lessee further agrees to indemnify the Fair Association for any attorney fees or other costs incurred by the Fair Association as a result of any claim brought in connection with this Agreement. The Fair Association does NOT provide any insurance for the loss or damage to any items.

Lessee shall protect and hold harmless the Fair Association from all subrogation claims.

Lessee shall not assign or otherwise transfer its interest in this Agreement without the written consent of the Fair Association.

The lessee hereby acknowledges receipt of a copy of this agreement.

CAMPER

GREENE COUNTY FAIR ASSOCIATION

Signature

By: _____

Printed Name

Title