

# Lynn Dunn Exhibit Hall Rental Contract



## CONTACT

Megan Dudley  
Rental Manager  
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319-929-3247

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Please submit all documents to  
PO Box 329  
Central City, IA 52214  
or drop them off at the front  
door of the LDM building in the  
drop box

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## VENUE DETAILS

The Lynn Dunn Memorial Building was built in 2013 in honor of a man whose passion was the Linn County Fair. Lynn served as a board member for many years and held many leadership positions within the Linn County Fair Association. One of his dreams was to have a building on the Linn County Fairgrounds that was an "all year" building and the Lynn Dunn Memorial building is that and more!

The 80x82' event space can seat up to 500 guests and is also home to many events through the year including the fair, swap meets, craft shows, and so much more! We hope you feel at home here and thank you for choosing this space for your special event.

## Event Rental Date(s):

Event Name:

Person to receive billing information:

Billing Address:

City:

State:

Zip:

Phone #:

Email:

2nd Contact:

Phone:

Number of guests:

Event start time at LDM:

## PACKAGE OPTIONS

### Lynn Dunn Memorial (LDM) Hall Rental \$1500

- Building access from 7 a.m. to midnight the day of the rental
- Rental includes:
  - Rectangle tables and chairs for up to 500 guests
  - Serving kitchen
  - Garbage pick up (one dumpster)

### Additional Services Available:

- **Stage Use \$50**
- **Wood Backdrop \$50**
- **Friday Access (decorating 8 am-5pm) \$300**
- **Rehearsal Dinner Access (5pm-10pm) \$150**
- **Sunday Access (8am-noon) \$200**
  - Access to remove all personal items and/or clean venue if cleaning service was not selected.
- **Serving Alcohol \$200**
- **Cleaning Crew \$250**
  - Cleans LDM hall, takes down tables, chairs, stage, etc. Removes garbage, sweeps, and cleans floors. Does NOT remove any of the renters personal items. If this service is not selected the above cleaning items are responsibility of the renter.
- **Garden Building/Gazebo \$200**
- **Outdoor Ceremony \$150**
- **Farm Bureau Pavilion \$200**
- **Coors Light Pavilion \$150**
- **LDM Conference Room (get ready room) \$200**

Camping is available on the grounds to any guest of the event for \$25 per night per camper (includes water and electrical) or \$10 per tent. This is paid the night of by the guests. Payment can be placed in drop box at front of LDM building.

**A mandatory \$500 deposit fee is due at the time of booking. It will be refunded after your event if rental space and items are left in the same condition as they are found.**

This License, executed in Linn County Iowa, on this day the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ between The Linn County Fair Association and \_\_\_\_\_ (renters name) hereafter called 'Linn County Fair Association' and 'Licensee. The Linn County Fair Association hereby Licenses to the Licensee for the purpose of: (Wedding/Reception, Horse Show, Family Reunion, etc.)

- The Licensee shall NOT sublet or License the premises to any other person or party without written consent from the Linn County Fair Association.
- The Licensee shall maintain all buildings, trees, shrubbery, flower gardens, and fencing in the same condition it was viewed at time of rental.
- All expenses for cleaning will be paid for by Licensee.
- Certificate of insurance listing the Linn County Fair Association is required by the renters 30 days prior to event.

**Key pickup** is available by appointment with the fair manager the week of rental.

Requirements for renting our facilities after close of your event are listed in detail on the 'Cleaning Guidelines' within your rental packet.

**No pets**, other than ADA protected service animals, are allowed within the Lynn Dunn Memorial Building or Garden Building.

**Down Payment:** 50% of the total rental cost is due at time of application.

**Building Curfew:** No one is allowed in the building from 1 a.m. to 7 a.m.

**Damage Deposit:** \$500 damage deposit (includes loss or damage of key) is due at time of application. Check will be cashed and a refund of deposit will be issued one week after event pending inspection. Deposit will be refunded to issuer of check. Failure to return keys will forfeit deposit. All damage to fixtures or property will be billed at replacement cost or \$15 per hour for repairs.

**Building Cleanup:** Must be completed directly following event. Failure to complete clean up by end of rental designated time will forfeit your damage deposit. Optional cleanup package available (see above).

**Cancellation Policy:** All cancellations must be confirmed 90 days prior to event or Licensee forfeits down payment

**Alcohol:** All events will have a staffed bar included with their event package (cost of alcohol not included in package). If renter chooses not to use bar service, no alcohol may be allowed at event. All events will need to purchase all alcohol being served during the event through the Linn County Fair Association. If found consuming alcohol not purchased through the Linn County Fair Association, the damage deposit will be forfeited.

\*See Bar Service Form for available options. Bar service order must be finalized and returned to the rental manager 30 days prior to event. Any event with more than 300 guest may be subject to the need for a 3rd bartender during peak hours. A fee of \$50 will be assessed for any event large enough for a 3rd bartender. Standard bar service includes 2 bartenders for 5 hrs. \$40/ hr extra will be charged to the renters for additional hours.

**Inspections:** Linn County Fair Association reserves the right to complete inspections before and during events. PLEASE INFORM FAIR OFFICE OF ANY DAMAGE PRIOR TO EVENT. DAMAGES UNREPORTED WILL BE THE RESPONSIBILITY OF RENTER

**Proof of Insurance:** The Renter or Lessee shall pay and provide General Liability Limit in the amount of \$1,000,000. A certificate of insurance naming The Linn County Fair Association as an additional insured must accompany your payment 30 days prior to the event. The Renter agrees to defend, hold harmless and indemnify The Linn County Fair Association for any claim of bodily injury or property damage except for those claims that result from the sole negligence of The Linn County Fair Association

**Other:** - Maintenance of the water and electrical service shall be the responsibility of the LCFA - The LCFA shall have the right of utilizing the premises by leasing the same day to any other group so long as the same is not inconsistent with the program of activities that have been approved by the Licensee - The LCFA is to be held blameless in the event of injury or accident, and/or in the event of a building destruction caused by an act of God while this agreement is in force - The License is not a continuous License, and any improvements made by the Licensee shall become property of the Linn County Fair Association

# Rental Summary

**Due Now**

Signed Rental Contract (This form)  
 Damage Deposit \$500  
 Half of the total rental fee (minus damage deposit)

**Due 30 days prior to event**

Proof of insurance  
 Bar Agreement (if serving alcohol)  
 Remainder of final payment

LDM Hall Rental \$1500	
Stage Use \$50	
Friday Decorating (8 a.m. to 5 p.m.) \$300	
Rehearsal Dinner (5 p.m. to 10 p.m.) \$150	
Sunday Access (8 a.m. to noon) \$200	
Serving Alcohol \$200	
Cleaning Crew \$250	
Garden building/ Gazebo \$200	
Outdoor Ceremony \$150	
Farm Bureau Pavilion \$200	
Coors Light Pavilion \$150	
LDM Conference Room \$200	
Wooden Stage backdrop \$50	

Total Rental Fees Due  
 Damage Deposit       \$500      

Due now with copy of this contract  
 (1/2 Total rental fees + \$500 damage deposit)  
 Due 30 days prior to event (final 1/2 Rental fees)

**Checks may be payable to  
 The Linn County Fair  
 Please submit all documents to  
 PO Box 329  
 Central City, IA 52214  
 or drop them off at the front door of the LDM building in the drop box**

I have read the above terms and conditions and agree to all conditions listed on this contract.  
 I have reviewed and agree to all rental guidelines.  
 Licensee Signature and Date: