

Community Center Renters Requirements

IMPORTANT INFORMATION

This list is for your information; failure to comply may prevent use of facility and/or fines.

Application: Complete the rental application and return to the Fairgrounds Office. \$200 non-refundable booking fee must accompany all rental applications. _____Initial

Lease Agreement: Upon receipt of the rental application and the reservation deposit, the Fairgrounds Office will prepare and send you a Lease Agreement. Sign and return the Agreement within 10 days to the Fairgrounds Office to hold your date. _____Initial

Insurance: You must have the below listed liability Insurance and the fairgrounds must be listed on your policy as additionally insured for the day of your event. **The Certificate of Insurance must be on file with the Fairgrounds Office the week before your event.** (Your homeowner's insurance agent can help you with this, OR if you need help obtaining a policy for your event contact the Fair Office).
_____Initial

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| • Each Occurrence | \$1,000,000 | Liquor Liability Each Occurrence |
| • Personal & Advertising Injury | \$1,000,000 | Liquor Liability Aggregate |
| • General Aggregate | \$2,000,000 | |
| • Products/Completed Operations Aggregate | \$2,000,000 | Required if alcohol is present |
| • Damages to Premises Rented to You | \$1,000,000 | |
| • Medical Payments | \$5,000 | |

Food/Beverage Concessions – If you would like a food or beverage concession, please contact the Main Office. Fairgrounds reserves all food/beverage concession rights. _____Initial

Wi-Fi – Event wi-fi is available, cost listed on application. Event will create their own password and provide to Main Office to set, prior to event, if wi-fi is selected _____Initial

Damage/Security Deposit: \$600 damage/cleaning deposit is required when you pick up the key. Your deposit check will be returned to you 72 hours after your event, providing there is no damage, and you left the building securely locked when leaving. Any work done by the Fairgrounds except for minimum cleaning will be charged at the rate of \$43 per man hour. _____Initial

Rental Time: Access to the building is for your rental period only. Rentals are from the morning of your event (anytime) to 10am the day following your event. All clean up must be done by that time, unless you have purchased late clean-up request. _____Initial

Keys: Keys must be obtained on the day prior to your event, if on a weekend, PROVIDED the Certificate of Insurance and the damage/cleaning deposit have been received by the Fairgrounds. You may only access the building for agreed rental times.
_____Initial

Early Set Up Request & Late Clean Up: See rental application. _____Initial

Decorations: ONLY Blue Masking Tape can be used to hang decorations on walls. NOTHING may be attached or inserted to the ceiling or walls in any manner EXCEPT the magnets available with rental. Renter is responsible for ensuring all magnets rented are returned. Full replacement cost will be applied to any lost magnets. You MAY NOT move or attach anything to the room divider. There will be a minimum \$100 fine for failure to adhere to decoration rules. THIS WILL BE STRICTLY ENFORCED. _____Initial

Outside Lights: The outside lights on the poles in the parking lot north of the Community Center can be turned on at the Pole. All other outside lights are on timers. _____Initial

Check Doors: Building will be heated to 68 degrees and cooled to 74 degrees. Doors to the building must not be blocked open. KEEP DOORS CLOSED. You will be charged a \$50 fee if the Community Center doors are not locked after your event. _____Initial

Security: It is your responsibility to check with the Fairgrounds on what security you will need & if required, submit provided application to Star Plex, working with them to set up security for your event. Anyone serving alcohol is expected to hire security. _____Initial

Serving Liquor: The Fairgrounds will notify the County Commissioners that you are requesting to serve alcohol on County property, you may serve without an WSLB Permit, but NOT sell. If you are selling* you must provide a copy of your Special Occasion License through WSLB. _____Initial

***Selling Liquor:** It is your responsibility to contact the state and obtain the necessary papers for liquor sales. _____Initial

Alcohol consumption is not permitted outside the building _____Initial

- **With my initials & signature, I agree I have read and understand the rental requirements as set forth and agree to adhere to them as listed.**

Printed Name

Signature

Date