



Building Rental Agreement

Emmet County Agricultural Show

Emmet County Fairgrounds ♦ Estherville, Iowa

CONTACT INFORMATION

Name _____

Address _____

City, State, Zip _____

Telephone _____

Cell or Alt Phone _____

BUILDING RENTAL TERMS

Rental of the facility will include general floor space, stocked restrooms (if applicable, as restrooms are in one building), electrical power for normal lighting, sewer and water during summer months.

Basic rental fees do not include kitchen or concession area usage, offices, non-ECAS labor, materials, or equipment.

All rentals require a deposit to guarantee against additional equipment, clean up, loss, damage and labor, incurred during the rental. A deposit must be provided when the reservation is made. Failure to return key(s) will result in forfeiture of deposit.

Rental fees cover the use of the facility from 7:00am to midnight, unless otherwise stipulated in the Rental Agreement. No event will be permitted to continue after midnight without prior written agreement from ECAS.

No event will be scheduled which is in conflict with events scheduled by ECAS or ISU Extension.

Costs will be charged for pertinent Fair personnel unless attendees, exhibitors and Renter's staff are vacated and the facilities secured by the time specified in the Rental Agreement. Overtime rates are \$50 per person, per hour.

The terms "setup" and "tear-down" shall include the use of the facilities for moving in and out equipment, preparation and clean up of the facilities for the event. Time required for setup and teardown must be included in the rental period; facilities will not be available prior to the start time indicated in the Rental Agreement.

Payment for facility rental and for any additional personnel or equipment needed for the event must be made at the time the contract is signed.

A valid certificate of insurance must be submitted before any portion of the fairgrounds is occupied. Commercial general liability insurance shall be in effect at all times during the rental period indicated in the Rental Agreement.

A separate certificate of insurance is required from any individual or entities participating in any event if they are providing the following during the Renter's event: carnival ride operators, pony rides, petting zoos, children's amusements, bounce houses, dunk tanks, motor sports activities, first aid and security services. This list is not all-inclusive. The Association reserves the right to require a certificate of insurance from any exhibitor or service provider on fair property. Any individual or entity from which a certificate of insurance is required will not be permitted to provide services until such a valid certificate of insurance has been received.

Equipment provided (tables, chairs, garbage cans, etc.) will be available in the building or rental area; BUT not removed from premises. It is the Renter's responsibility to position any equipment as desired. Any set-up or moving of equipment or any materials by Fair personnel will be considered a Fair service and charges will be assessed at a rate of \$50 per person, per hour. Any missing or damaged equipment will be charged to the Renter.

Requests for equipment rental or additional personnel must be made between 9:00 a.m. and 4:00 p.m. Monday through Friday. This request must come from the Renter or an authorized representative, as all pertinent charges will be billed to the Renter. * **Equipment shall not be made available for use outside of the Fairgrounds.**

The Renter is expected to leave premises in their pre-event condition or forfeit of deposit.

No removal of Fairground assets without prior written permission.

NO Sound systems are part of the rental of any building.

BUILDING RESERVATION

Event Date _____ Event Time _____

I agree to the above terms and would like to reserve a building at the Emmet County Fairgrounds. I understand that the rental rate is a daily rate and I will be charged for any time before and after the event date. I also understand that I am required to pay a cleanup and damage deposit to help cover any potential damages or if I do not return key(s) to the Fair Manager. Any deposits and/or charges will be returned to the address above.

Signature _____ Name (Print) _____ Date _____

OFFICE USE ONLY

Start Date & Time _____ End Date & Time _____

Building / Rate
Per Day

(check appropriate box)

- | | |
|--|--------------|
| <input type="checkbox"/> Iowa Showbarn w/High Lake & Emmet | \$ _____ .00 |
| <input type="checkbox"/> Eagle Lake | \$ _____ .00 |
| <input type="checkbox"/> Estherville (not the 4H Office) | \$ _____ .00 |
| <input type="checkbox"/> Tuttle Lake (not the Fair Office) | \$ _____ .00 |
| <input type="checkbox"/> Horse & Cattle Barns (5 in total) | \$ _____ .00 |
| <input type="checkbox"/> All Fairgrounds* | \$ _____ .00 |

**Not Included: 4H Office, Fair Office, Snack Shack, Chuckwagon, Arena*

Deposit Clean-up and Damage \$ _____ 500.00

Comments _____

Total Rental \$ _____ Check # / Cash _____