

**2017**

# 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. \$100 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 \$1,000,000 limit liability Insurance and the fairgrounds must be listed on your policy as additionally insured for the day of your event. ***If alcohol is served your insurance must also include liquor liability. The Certificate of Insurance must be on file with the Fairgrounds Office the week of 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

**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:** A \$50 fee will be required for access to the facility after 5:00 pm the evening prior to your event, PROVIDED THE FACILITY IS AVAILABLE. \$100 fee will be charged for access after 1:00 pm the day before. \_\_\_\_\_ Initial

**Late Clean Up Request:** A \$50 fee will be required for late clean up request, which gives until noon the day following your event, when available. \_\_\_\_\_ Initial

**Decorations:** ONLY Blue Masking Tape can be used to hang decorations. NOTHING may be attached or inserted to the ceiling or walls in any manner. 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