

CONTRACT FOR RENTAL OF BUILDINGS & GROUNDS

GROUP REQUESTING USE	KIND OF USE
REPRESENTATIVE	DATE OF USE
ADDRESS	TIME OF USE Email
TELEPHONE	DATE OF CONTRACT LIABILITY INSURANCE COMPANY

AREAS AVAILABLE FOR RENT	RENTAL FEES <small>(See Rule #3)</small>		AMOUNT TO PAY
	Non-Retail	Retail	
AUDITORIUM (Microphone - Y N)	150.00	300.00	_____
TABLES		50.00	_____
PRIOR DAY SET-UP (for 3 hours)	25.00	50.00	_____
KITCHEN	50.00	100.00	_____
KENDALL ROOM (Audio/Video - Y N)	75.00	100.00	_____
GROUNDS (ONLY) NO BUILDINGS <small>(Not Grandstand)</small>	Board Approval – 90 days Min		_____
H & P Arena	50.00	50.00	_____
MERCHANT BUILDING	125.00	250.00	_____
Rabbit/Poultry Barn	100.00	125.00	_____
Show Arena	125.00	150.00	_____
Swine/Sheep Barn	125.00	150.00	_____
CAMPING (PER NIGHT)	25.00	25.00	_____
SIGN RENT (FIRST DAY)	15.00	15.00	_____
EACH SUCCESSIVE DAY	5.00	5.00	_____
VENDOR/CONCESSION WAGON <small>Plus Certificate of Liability insurance (see further rules) 30 Amps Only</small>	25.00	25.00	_____
DAMAGE DEPOSIT	200.00	250.00	_____
Total Due			_____

All Renters must provide a valid copy of a Certificate Of Liability insurance to the Morgan County Fair & 4-H Association. These may be Faxed to 765-342-0619 or Emailed. Individuals may provide proof of homeowners liability insurance. If you have any questions, please call the Fair Office at 765-342-9905. (Dates held only seven (7) days without paid, signed contract and certificate.)

I have read and understand the rules and agree to abide by them as attested to by my signature. Please sign and return one copy of this contract to the Morgan County Fair, P.O. Box 1534, Martinsville, IN 46151. Make check payable to the Morgan County Fair.

(SIGNATURE OF RENTER)

MORGAN COUNTY FAIR PRESIDENT

CONTRACT FOR RENTAL OF BUILDINGS & GROUNDS

RULES & REGULATIONS

Please read the following rules carefully as any violation will be just cause for this contract to become null and void and could jeopardize the refund of the damage deposit and future use of the facilities.

1. Rental of the GRANDSTAND and/or Grounds area, must be presented to the Board of Directors 90 days prior to the requested event. The Board of Directors will decide the suitability of the proposed event on an individual basis.
2. All persons or groups using the building or grounds must pay a rental fee, a deposit and sign a contract. All rental fees and deposits must be made within a seven day time period of the date being reserved. No dates will be held without payment.
3. Any time the building is rented as a fund raiser and/or a fee is charged for admittance, the higher rate will be charged even if the group renting the facility is a not-for-profit organization.
4. A valid copy of a Certificate of insurance must be provided to the Fair Office prior to rental. The renter is responsible for any and all damage to either the building or the equipment belonging to the Fair Board.
5. **NO ALCOHOL BEVERAGES ARE ALLOWED.** All the buildings on the fairgrounds are SMOKE FREE. Deposits will be forfeited if these rules are violated.
6. **Deposits will be returned if the date is canceled at least seven days prior to the date reserved; otherwise the deposit fee will be forfeited.**
7. A rental day is from 8:00 am to 11:59 pm. There will be a \$25.00 per hour fee charged for any rental which goes past midnight. Any rental which needs the building open prior to 8:00 am may be asked to pay a \$25.00 per hour fee.
8. If the building is available, set up the day before a rental can be done for \$25.00 for three hours preferably from 6:00 pm to 9:00 pm.
9. Rental use of the building shall include only that portion for which a fee and deposit have been paid. Other rooms are off limits. The Kitchen may not be rented without the rental of another room.
10. All weddings and catered affairs must pay for the rental of the kitchen. **NO EXCEPTIONS!**
11. There will be a \$25.00 charge for all checks returned for insufficient funds.
12. **Deposits will be held and only returned after an inspection of the building and/or grounds has been made by the custodian and found satisfactory.**
13. Groups using the building or grounds shall leave them as they were found. Failure to comply with the following rules will mean the loss and/or reduction in your deposit.
 - A. Replace the chairs and tables in auditorium on the caddies.
 - B. Be sure all lights both inside and out are turned off.
 - C. Remove all trash from the building to compactor.
 - D. Auctions, flea markets, and craft fairs must remove all trash from the fairgrounds that does not fit in the compactor. Nothing is to be left sitting outside compactor. A \$75.00 fee will be charged if this happens.
 - E. Nothing is to be taped, stapled or affixed to the buildings or rooms in any manner. All displays, decorations or other signs are to be free from all walls, windows, light and fan fixtures. **FAILURE TO FOLLOW THIS RULE WILL RESULT IN THE LOSS OF YOUR DAMAGE DEPOSIT!**
 - F. The thermostat will be set by the custodian at 68 degrees for winter and 76 degrees for summer. **DRESS ACCORDINGLY.** Temperature can't be changed.
 - G. If the rooms are not clean, \$25.00 will be deducted from the damage deposit.
14. The Custodian will open and close doors at designated times and make sure the rooms are ready but does not work for the renter without being given extra compensation.
15. No animals are allowed in the building either the Auditorium or the Wilber Kendall Room, except for 4-H aquatic science projects and certified service dogs.
16. No items that belong to the Fair board may be removed from the fairgrounds.
17. Renters, who want to have vendors or concession wagons as a part of their event, please note that the person signing the contract will be held responsible in all instances. The vendor or concession wagon owner must furnish the Fair Board with an up-to-date Certificate of Liability insurance. The renter will pay the additional fee. All electrical connections will be made by Fair Board personnel **ONLY!**
18. Prior notice must be given to the Fair Office at least two days before any changes can be made to this contract.
19. These RULES MUST BE INITIALED to show they have been read and understood. _____