

**Hamilton County Fair Board
P.O. Box 1024
Syracuse, KS 67878
620-384-5433**

Hamilton County Building and Fairgrounds Rental Contract

Attention: The Hamilton County Fairgrounds may be used by any Hamilton County resident, business, group or organization for private, civic, cultural, or educational gatherings. Those using these facilities must fill out this contract in its entirety, abide by all rules, and pay all fees and deposits if applicable. Any deviation from this and the Fair Board is authorized to deny usage to any group or individuals that has violated this contract.

Renter Information:

First Name	Last	Are you 18 or Older?	
Mailing Address	City	State	Zip Code
Place of Business and Phone number		Telephone - Home and/or Cell	

Summary of Charges and Deposits

All individuals, groups, businesses, and organizations are required to pay the fees and deposits that are outlined below except the following: Boy Scouts, Girl Scouts, 4-H, Extension, Local Churches and Non profit organizations unless the time frame they are reserving a building is for more than 24 hours, in which case they will be charged \$25 per day of usage. There will be a charge for all damages and for insufficient funds on returned checks.

<u>4-H, Fair or Butler Building: (building rental includes tables & chairs-ask office for exact #)</u>	<u>Rent</u>	<u>Deposit</u>
Public Auctions & Sales (Daily 5am-5am includes set up & clean up).....	\$100.00	\$700.00
Meetings & Group Functions (Up to 4 hours before 8pm - including set up & clean up).....	\$100.00	\$700.00
Meetings & Group Functions (Daily 5am-11pm includes set up & clean up).....	\$150.00	\$700.00
Parties & Events (Daily 5am-5am includes set up & clean up).....	\$300.00	\$750.00
Parties & Events (Two days 5am-5am includes set up & clean up).....	\$350.00	\$750.00
Parties & Events (Three days 5am-5am includes set up & clean up).....	\$400.00	\$750.00
(Butler Building prices are for as is currently set up - no moving of bleachers, stage, panels, etc)		
Moving of large items in Butler - stage, bleachers, etc.....	\$100.00	

<u>Combo Fair & Butler Building:</u>	<u>Rent</u>	<u>Deposit</u>
1 day Fair Building & 3 days Butler (5am-5am includes set up & clean up).....	\$425.00	\$750.00
2 days Fair Building & 4 days Butler (5am-5am includes set up & clean up).....	\$500.00	\$750.00
3 days Fair Building & 5 days Butler (5am-5am includes set up & clean up).....	\$600.00	\$750.00

<u>Tables and Chairs:</u>	<u>Rent</u>
Tables (each).....	\$3.00
Chairs (each).....	\$0.50

<u>Horse Stalls & Camper Hookups:</u>	<u>Rent</u>
Horse Stall.....	\$15.00
RV Camping with Electricity Hookup.....	\$20.00
Camping –no electricity.....	\$ 5.00

Hamilton County Building and Fairgrounds Rental Contract (continued)

Rules and Regulations for Building and Grounds Usage

- **Hamilton County Fair Board reserves the right to cancel any event due to local health department regulations and restrictions.** *The performance of the Agreement by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay at least 25 percent of prospective Event attendees from appearing at the event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the Agreement. The Agreement may be cancelled by either party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party.*
- **If your event is canceled you have (2) options:**
 1. **Reschedule for a later date -with no guarantee of event being allowed**
 2. **Complete cancellation of event with full refund**
- **COVID-19** is a highly contagious disease most often transmitted from person to person. Hamilton County Fair Board has taken preventative measures to limit the patron's exposure to COVID-19, but that such preventative measure cannot guarantee the patron will not be exposed to or contract COVID-19 while on the premises. The Hamilton County Fair Board shall not be held liable for damages in an action involving a COVID-19 liability claim. Renters and their guest shall assume all risks associated with potential exposure to COVID-19 while on the Hamilton County Fair Grounds premises and releases The Hamilton County Fair Board from liability premised on negligence.
- Request permission from the Fair Board for the use of equipment, furniture or areas of the grounds other than that being rented.
- All Youth Groups must have adult supervision.
- Rent payments and deposits must be paid and contracts signed before you will get keys.
- Everything must be cleaned, lights turned off, doors locked, heating or A/C controls returned to original settings, and **ALL** keys must be put into mail box located next to the fair office **BY END OF SCHEDULED RENTAL TIME**, unless otherwise approved by the fair board.
- The grounds must be cleaned after the event. All trash must be cleaned up and this includes cigarettes.
- Spills should be cleaned up as they happen as some liquids will take the wax off the floors.
- The Fair board's maintenance person will inspect the area that had been rented and will fill out and sign a cleaning/damages checklist. A copy of the checklist will be included with the contract.
- If maintenance finds everything to be clean and damage free, your deposit will be returned to you within 3 business days. If they do not, a portion or all, of the deposit will be used to clean and/or repair the rental. Any remaining monies and a detailed list of what needed to be done will be sent back to you.
- Report any furnace, A/C, plumbing, or electrical problems as soon as possible.
- **STRICT NO GLASS POLICY – IF A FAIR BOARD MEMBER OR AUTHORIZED WITNESS, WITNESSES SOMEONE AT YOUR EVENT WITH A GLASS CONTAINER YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.**

- DO NOT USE BLEACH, PINE-SOL OR OTHER HOUSEHOLD PRODUCTS ON THE FLOORS OR ELSEWARE– ALL CLEANING SUPPLIES ARE PROVIDED
- NO ALCOHOLIC BEVERAGES IN BUILDINGS OR ON FAIRGROUNDS
- NO SMOKING IN BUILDINGS
- NO GUM IN BUILDINGS
- **FAIR BOARD IS NOT LIABLE FOR INJURY TO HUMAN OR ANIMAL**

I, _____ by my signature do hereby attest that I have read, do understand and will abide by the rules and regulations set forth by the Hamilton County Fair Board regarding the use of the Fairgrounds and Buildings.

Signature of Renter

Date

Rental(s) Requested

Date(s) Rental Requested

Rental Time Requested

(for office use only)

Given Key #: _____

For Building / Storage: _____

Paid rent with CASH CHECK # _____

Paid deposit with CASH CHECK # _____

Amount: \$ _____

Amount: \$ _____

Hamilton County Fairgrounds Cleaning/Damages Checklist

Kitchen

Cleaning Needed

Kitchen counters washed _____
Cabinets wiped down _____
Stove wiped down inside & out _____
Microwave clean _____
Dishes washed and put away _____
Refrigerator cleaned up (no leftover food or spills) _____
Sinks cleaned out _____

Main Area

Any unnecessary marks on walls _____
Tables and chairs wiped down and put away _____
Any signs of gum under tables and chairs _____
All trash picked up and bags taken to dumpster _____
Any signs of Alcoholic beverages or smoking in buildings _____

Bathrooms

Sinks cleaned up _____
Toilets clean and not clogged _____
Trash taken out _____

All Floors

Spills cleaned up completely _____
No gum on floors _____
Floors swept _____

Misc.

Witness or signs of glass present at event _____
Trash, bottles, cans, glass, cigarette butts picked up outside _____

Stables/Campsites

Bedding, trash, bottles, cans, cigarette butts picked up _____

USE PROVIDED CLEANING SUPPLIES – CLOROX, PINE-SOL & OTHERS WILL TAKE THE WAX OFF THE FLOORS

Damages to Buildings/Property

Inspection completed by: _____ On: _____
Fair Board Maintenance Date

Property rented: _____ By: _____ On: _____
Building/Grounds Name Rental Date

Key # _____ Returned to Fair Office YES NO (circle one)