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Clinton County Fairground Facilities Rental Contract

1. **Deposit & Rental Fee:** The Renter will pay the deposit & rental fee in full at time of reservation. It is payable to and will be deposited by Clinton County Agricultural Society. The deposit will be reimbursed if the reservation is cancelled prior to the reserved date. *The rental fee will be reimbursed if the reservation is cancelled prior to 90 days in advance of the reserved date.* If cancelled within 90 days of the reserved date rental fee will not be reimbursed. The deposit will be reimbursed to the renter within 2 weeks of the event if upon inspection of the rented site it is found to be clean, there is no damage, the Renter adhered to all rules and regulations and the key returned in the drop box.
2. **Insurance:** At least one week prior to the event the Renter will provide *proof of 1 million dollars in liability insurance coverage on which the Clinton County Agricultural Society is listed as Additional Insured* (sample available) or you can purchase this insurance from the Clinton County Agricultural Society's insurance. The renter is responsible for obtaining and providing the Clinton County Agricultural Society with certificates of General Liability and Liquor Liability on which the Clinton County Agricultural Society is listed as additional insured, pertinent permits and licenses from any contractors and/or subcontractors hired/used by the renter.

TO BE COMPLETED BY CONTRACTOR/SUBCONTRACTOR

Signature: _____ Business: _____ Date: _____
 Address: _____ City: _____ Phone: _____

3. **Rules & Regulations:** A list of rules and regulations are attached. Complete compliance is required in order for reimbursement of the deposit to occur.

TO BE COMPLETED BY RENTER

_____ does hereby rent the _____
Printed name of renter Name of building, room or entire grounds
 on _____ for the purpose of hosting a _____
Date(s) and time of event Type of event – reception, sale, family reunion, etc.
 for approximately _____ people. Names of celebrant(s) _____
in attendance

Provide a 4-digit code which will be put into the door of the building being rented.: _____

Photo Agreement: I grant the Clinton County Agricultural Society, its representatives and employees the right to take photographs, video or other digital media of the event listed above and attendees. I understand and consent to edit, alter, copy, exhibit, publish or distribute the lawful use of any and all photos in print and/or electronically, including publicity, advertising and web content, without compensation or other consideration. I waive the right to inspect or approve the finished product. I understand and agree that all photos will become the property of the Clinton County Agricultural Society and will not be returned. I release the Clinton County Agricultural Society from any liability, on account of such usage.

Hold Harmless/Indemnification: The undersigned shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from the "project". The renter shall INDEMNIFY, SAVE AND HOLD HARMLESS the Clinton County Agricultural Society and its employees, agents and volunteers from and against all liability, loss damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damages, loss, cost or expense arising from the "project".

I have read and understand the Rental Contract and agree to comply with the contract conditions:

Signature: _____ Phone: _____ Date: _____
 Address: _____ City: _____
 State: _____ Zip Code: _____ Email: _____
 Notes: _____

OFFICE USE ONLY

	Rent	Contract Rec'd: _____
	Deposit	Payment Rec'd: _____
	Insurance	Insurance Rec'd: _____
	Total	

Rental and Deposit Fees

Building	Pricing effective January 1, 2023	*Deposit	Rental Rate
South Room of Auditorium	50' X 50' Includes restrooms, kitchen, tables & chairs for up to 100.		
	50 people or less	\$ 50	\$ 85
	more than 50 people	\$125	\$130
Auditorium	50' X 150' Includes South Room, restrooms, kitchen, tables & chairs for up to 450.	\$250	\$475
North Hall	50' X 46' Unavailable during winter. Garage sales may only be held April - October.	\$ 50	\$ 75
Commercial Exhibits	50' X 127' Includes garage door entrances, restrooms, kitchenette.		
	Apr. 1 – Oct. 31	\$225	\$275
	Nov. 1 – Mar. 31 (heated)	\$250	\$375
Food Stand (serving area only) & Open Shelter	Includes picnic tables.	\$200	\$200
Swine Building	140' X 150' Includes garage door entrance, restrooms. Unavailable October – April.	\$250	\$750
Beef Arena	80' X 144' Enclosed building with fenced lime arena, bleacher seating and restrooms.	\$100	\$200
Beef Arena & Cattle Barns	Includes two covered cattle barns, each measure 50' X 150'.	\$200	\$200
Beer Barn	80' X 60' Enclosed with cement floor.	\$100	\$100
Beer Barn & Multi-Species Barn	Includes 45' X 126' barn of covered pens.	\$100	\$200
Main Arena	100' X 300' Includes bleacher setting for 4000.	\$150	\$200
Horse Arena	120' X 230'	\$100	\$175
West Grass Lot	Includes use of lot only. No admittance to grounds is allowed.	\$200	\$200
Entire Grounds	Includes all buildings on the premises for one day.	\$750	\$1500

* Deposits returned within 2 weeks after event if facilities are left in same condition as prior to rental, and renter adheres to all rules and regulations.

Rules, Regulations and Cleaning Procedures

The Clinton County Fair Grounds and Buildings are to be maintained by those renting the site. Renters agree to comply with the rules and regulations listed below. Failure to do so will result in forfeiture of all or part of the deposit.

Rules and Regulations

1. **ENTRY** - The 4-digit code you provide on the contract will be use to open the door. The overhead door in the big room may be used to move large items in and out of the Auditorium. If doors are left open the heat/air will be turned off.
2. **TABLES & CHAIRS** - Renter is responsible for setting up and racking up tables and chairs. Do not drag tables or chairs. Wipe off tables and chairs as needed. Tables and chairs should be dry when put away. Additional tables and chairs are available in the north store room.
3. **KITCHEN** - Coffee pots, stove, refrigerator and microwave are available for use. A limited supply of cooking/serving utilities, dish clothes and towels are available. It is recommended that you bring your own.
4. **RESTROOMS/CLEANING SUPPLIES** – Restroom/cleaning supplies are available in the store room near the kitchen.
5. **CLIMATE CONTROL** - Thermostat will be set by fair board staff. If doors are left open the heat/air will be turned off.
6. **DECORATIONS** - Do not attach anything to the walls and wood doors. Decorations may be hung from the wire along the walls. All candles should be in a votive with flame no less than 1 inch below the top of votive.
7. **CATERING** – You can use any caterer you would like or provide the food yourself.
8. **ALCOHOL** - Must be 21 years of age or older to serve alcohol. Alcohol must not be left unattended. Only beer, wine coolers and champagne (wedding party only) may be served. No hard liquor.
9. **SMOKING** - No smoking in the building.
10. **4-H** - The Clinton County Fair Grounds is not associated with 4-H. Do not include “4-H” in the wording when advertising an event at the fairgrounds.

Cleaning Checklist - Cleaning items are located in the store room near the kitchen (Auditorium only).

- KITCHEN** - Clear off and wipe down counters, appliances and sinks as needed. Clean out refrigerators. Wipe up as needed. Make sure all appliances are off as appropriate. Leave dirty dishcloths and towels hanging on the utility sink.
- TABLES & CHAIRS** - Wipe and dry off as needed. Rack up tables and chairs. Do NOT rack up wet tables and chairs. They will mildew.
- FLOOR** - Use large dust mop/broom out of store room near kitchen to dust mop floors of rooms used. Use wet mop and bucket to swipe up large messes.
- TRASH** – Collect all trash (including restrooms) and place in dumpster in southeast corner of fairgrounds. Re-line trash cans with plastic bags.
- LIGHTS** – Make sure all lights are off when leaving (including restrooms).
- LOCKING UP** – Make sure all doors are locked. Hit top button on keypad and turn deadbolt. Listen for click. Turn handle to confirm locked.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER, CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #, INSURED, INSURER A, INSURER B, INSURER C, INSURER D, INSURER E, INSURER F

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes sections for General Liability, Automobile Liability, Umbrella Liab, Excess Liab, and Workers Compensation.



DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: Clinton County Agricultural Society dba Clinton County Fair

We need these!!!

CERTIFICATE HOLDER CANCELLATION

Clinton County Agricultural Society dba Clinton County Fair 328 E 8th Street De Witt, IA 52742

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE