

Bonner County Fairgrounds Interim Event Contract

4203 North Boyer Road – Sandpoint, ID 83864

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2018

By this agreement, in the form of a contract, Bonner County, Idaho, a political subdivision of the State of Idaho, hereinafter County, grants the Licensee identified herein, permission to use Bonner County Fairgrounds, facilities identified below on the dates and times and for the purposes stated. **This contract incorporates the Standard Operational Guidelines, Rules and Responsibilities for use of the Bonner County Fairgrounds, established by the Fairboard and the Fair Manager as fully set forth on the back of this Agreement.** Licensee accepts the terms of this contract, including all portions incorporated by reference, and acknowledges that such contract may be revoked at the sole discretion of the County upon violation of any applicable provision or regulation, or for any reason which threatens the health, safety, and welfare of the community, or which subjects the County to liability exposure disproportionate to the community benefit to be gained by any contracted activity. Failure to abide by requirements established by this contract shall be grounds for revocation of this contract. All provisions of this license and the Fairgrounds Standard Operational Guidelines and Rules and Responsibilities stated, shall be strictly construed to protect the public interest in safe and economical use of the Fairgrounds. (Please complete this contract and return ASAP to ensure your event's date. Initials)

Name of Event: _____ **Contact Person:** _____
Phone: _____ **Fax:** _____ **Cell:** _____ **Email:** _____
Mailing Address: _____
Street or PO Box City State Zip

Actual Dates of Event: _____ **Purpose or Activity:** _____

1) Rental and Deposits: The premises have been examined by the licensee and are accepted as is. Licensee agrees to restore premises to same condition as when rented. Building(s)/grounds area to be used: Main Exhibit Hall ____, S. Wing of Main Exhibit Bldg. ____, Outdoor Arena and Restrooms ____, Horse Barns __ 1 __ 2 __ 3 __ 4, Food Booth Restrooms ____, Indoor Arena /Restrooms ____, Restrooms and Showers only (Indoor Arena) ____, Cattle Barn ____, Rodeo Food Booth ____, Kitchen in Main Exhibit Bldg. ____, Holly Barn ____, Teen Booth ____, Ed Brown Band Stand ____, Grass Area ____, Grounds ____, Other _____, at a cost of \$_____per day of scheduled event plus utilities. You have **one move-in day**. Must be **moved out/cleaned by noon** the day following event. Additional move in/move out days will be billed at a cost of \$100.00 per day, or \$500.00 if total grounds were rented. A deposit fee of \$_____ is required and may be used to repair damage, re-key buildings if keys are not returned, or hire cleaning after an event, if necessary. In addition to the rental fee, licensee is responsible for costs of electricity and heat which will be included on the final billing. If for any reason one or more of the scheduled buildings are not to be used, the fair office must be notified 90 days prior to the event*Events booked prior to January 20th require 90 days prior* or 50% of the building rent for the facility will be charged. Dates are not secured until all paperwork and deposit is received in the Fairgrounds Office. Deposit will be forfeited if license is canceled by Licensee less than 60 days prior to the first day of scheduled use period. Deposit will be returned to Licensee only upon inspection and approval by Fairgrounds Personnel after terms of the License Agreement have been met. Remaining Deposit may be applied to final billing. There will be a 20% late fee per month after 15 days. There is a \$5 per hour assessment made for actual hours of an event in the Main Exhibit Building for roof repair and \$5 per hour for floor repair. Dance & Sports activities are also assessed at \$10 per hour for floor repair and upkeep in the Main Exhibit Building. Initials

2) Insurance: Licensee will provide a certificate of insurance wherein it is stated: Bonner County and Bonner County Fairboard are additional named insured on a broad form comprehensive liability endorsement of commercial general liability in the amount of at least \$500,000. Such certificate of insurance must be delivered to the Bonner County Fairgrounds Office at least 60 days prior to move in setup time, a \$50 surcharge will be charged if paperwork is not received by said time. Insurance must cover all dates your group will have access to the building including set-up and clean up. (See example in packet).

3) Date to pick up keys and begin setup: _____. **Date cleanup to be completed and keys returned** _____.
Person authorized to pick up keys: _____
If keys are not returned within 5 days of stated return date, a \$100 re-keying fee will be taken from the rental deposit. No copies of keys are to be made \$100 key deposit is required prior to issuing keys.

4) Overnight Camping and Stall Use: It is your responsibility to collect stall rental fees and include them in your final payment to the Fairgrounds. Stalls rent at \$30 per event; stalls should be cleaned to dirt floor. A fee will be charged for removal of manure, you have the option to remove manure yourself after your event. All Camping Reservations with full payment are required for overnight camping at \$25 per day and must be made through the Camp Host at 208-304-2890.

5) Alcoholic Beverage privilege \$150 per day (circle one) Yes or No.
Liquor License, Catering Permit, Liability Insurance and a mandatory \$250 deposit must be part of this contract agreement.
Specify defined area to be used for serving and consuming alcohol: _____

6) Food Concession? Name: _____ **Area to be used:** _____
Must supply permits and be approved by Fair Board.

7) Garbage: Licensee is responsible for removing all garbage generated by the above stated event. Garbage not removed by time of final clean up will be removed by Fairgrounds and will be charged \$5.00 per garbage bag. (Our dumpster is not to be used by your event)

8) Cleaning: See Standard Operational Guidelines for cleaning responsibilities

9) Paper Products Fee: There will be a fee for paper products used.

10) Promoted Sponsored Events are responsible for filing Idaho Sales Tax Declaration Form ST-124 and 1% City Tax.

11) Licensee has received and read: Standard Operational Guidelines, Rules and Responsibilities, Function Sheet, Cleaning Procedures, Catering Information, Policy, Emergency Preparedness, Fee Schedule, Vendor Application, and Interim Event Policy Handout.

I have read items 2 through 11 of the above Contract Agreement and understand and acknowledge them. All terms of this agreement will be strictly enforced. Initials

As authorized Representative of the above named applicant I hereby agree to abide by the terms of this license and the Rules and Responsibilities for Use stated herein. I further acknowledge that the only remedy available to the licensee upon failure of Bonner County to perform its obligations pursuant to the terms of this license is possible return of deposit fees already paid.

Organization Authorized Representative Signature Date _____

Date _____
Accepted by Fairgrounds Director

Fair Office Use Only:			
Total Deposit Enclosed: \$ _____	Date received: _____	Cash _____	Check/Money Order: # _____
Amount of Final Payment: \$ _____	Date received: _____	Cash _____	Check/Money Order: # _____