

VIP Corral Renters Requirements

IMPORTANT INFORMATION

This list is for your information; failure to comply may prevent use of facility.

Application: Complete the rental application and return to the Fairgrounds Office. \$100 non-refundable booking fee must accompany all rental applications. The booking fee will be credited towards your total rental amount. _____ 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 the below listed liability Insurance and the fairgrounds must be listed on your policy as additionally insured for the day of your event. **The Certificate of Insurance must be on file with the Fairgrounds Office the week before 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

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|---|-------------|----------------------------------|
| • Each Occurrence | \$1,000,000 | Liquor Liability Each Occurrence |
| • Personal & Advertising Injury | \$1,000,000 | Liquor Liability Aggregate |
| • General Aggregate | \$2,000,000 | |
| • Products/Completed Operations Aggregate | \$2,000,000 | Required if alcohol is present |
| • Damages to Premises Rented to You | \$1,000,000 | |
| • Medical Payments | \$5,000 | |

Food/Beverage Concessions – If you would like a food or beverage concession, please ask for a Vendor Requirements Form which details concession policies. Fairgrounds reserves all food/beverage concession rights. _____ 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

Keys: Keys must be obtained on the day prior to your event PROVIDED the Certificate of Insurance and the damage/cleaning deposit have been received by the Fairgrounds. **THERE WILL BE A \$50 LATE FEE FOR KEYS NOT RETURNED THE FIRST BUSINESS DAY FOLLOWING YOUR EVENT. You will be able to access the building the morning of your event unless early set-up has been established in your agreement.** _____ Initial

Kitchen: Included with rental. There is a large cooler, oven and stove. If used, all must be cleaned following your event. _____ Initial

Decorations: ONLY Blue Masking Tape can be used to hang decorations. NOTHING may be attached to the ceiling in any manner. You MAY NOT move or attach anything to the room divider. There will be a minimum \$100 fee if any tape, glitter, sequins, gum, string, wire, etc. is left on the floor, wall or ceiling. _____ Initial

Early Set Up Request: Information and cost are listed on the rental application. _____ Initial

Check Doors: Doors to the building must not be blocked open. KEEP DOORS CLOSED. You will be charged a \$50 fee if the 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. _____ Initial

Selling Liquor: It is your responsibility to contact the state and obtain the necessary papers for liquor sales. A copy of the required forms must be on file with the Fairgrounds Main Office 45 days prior to your event. _____ Initial

Clean Up: Tables and chairs must be placed back in stacks, as they were at start of rental, with tables wiped down. Floors must be swept & mopped; all garbage must be placed in the garbage cans and no litter left inside or outside the building. _____ 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