

EVENT DATE: _____

BUILDING: _____

FULL FAIRGROUNDS RENTAL AGREEMENT

Renter or Event Name _____ Contact Person: _____

Contact number: _____ Address: _____

Email: _____ City, State, Zip: _____

NON PROFIT 501c3 # _____

BUILDINGS: YEC SCC RED BARN PICNIC SHELTER WEDDING BARN

General Building Information:

- ❖ The rental manager will open the building or provide you with a door code to all buildings prior to the event. Manager will not set up, serve, or be involved with the event.
- ❖ Free parking is available in the area surrounding the building.
- ❖ There is no access to a landline telephone for you to use. A cell phone will be needed for emergencies.
- ❖ **No smoking is permitted in any buildings on the Floyd County Fairgrounds.**
- ❖ **No outside alcohol may be brought in at any time** as we hold the proper state liquor license.
- ❖ Food/catering is the responsibility of the renter. The YEC/ SCC does not provide this service. If a caterer is used the renter is responsible for all clean up of the kitchen and any kitchen items used that are damaged or lost.
- ❖ You are responsible for all setup and removal of decorations that you choose to use. **DO NOT** attach anything to the walls without checking with the event manager.

Building Amenities:

- ❖ **Tables and chairs:**
 - Tables and chairs are provided in the YEC and SCC only and picnic tables in picnic shelter
 - All must be cleaned and stored in the designated storage area.
- ❖ **Wireless internet:**
 - Provided free of charge. The password will be provided to you..
- ❖ **Technology:**
 - There is a sound system and video capability available in YEC and SCC buildings.
 - Instructions for use are posted to the left of the AV cabinet in YEC.
- ❖ **Stage:**
 - A portable 8' X 36' stage is available for use in YEC only.
- ❖ **Kitchen Use:**
 - The kitchen is equipped with refrigeration, sink, dishwasher, stove, oven with a fire suppression hood (YEC) and is available for use in the YEC and SCC.
 - No smallwares, pots, pans etc. are provided.
 - **Full Clean up is required for ALL buildings and outdoor areas.** A cleaning checklist will be provided. Cleaning charges will apply if this is not completed.
- ❖ **Dumpsters:**
 - Are available for your use and are located along the fence on the EAST side of the fairgrounds.
 - Please follow the trash and cardboard policies.
- ❖ **Bar Option:**
 - A fully stocked bar is available.
 - Please contact our event manager for bartender pricing.
 - **No outside alcohol is allowed to be brought in at any time. Doing so may result in shutting down of your event and the loss of damage deposit.**

Damage Information:

- A \$1,000 damage deposit is required for full fairground rentals at time of signing.
- If everything is found in a neat, clean, and respectable condition and all alcohol and building policies are followed there will be no charges and deposit will be refunded. If any items are broken, missing, or damaged and such costs exceed the damage deposit you will be charged for replacement/repair costs.
- If lights or electrical units are left on, any damages found, or there are items missing such you will be charged.

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Cancellation Policy:

- 25% of the full payment and deposit is due at the time of signing. If you cancel your event within 45 days, you will forfeit the down payment and cost of rental or package in full.
- Cancellations within 3 months, will forfeit the down payment and 50% of full payment will be refunded.
- Cancellations within 6 months, will forfeit the down payment and 75% of full payment will be refunded.
- If you reschedule your event with us, all funds will be applied.
- Full down payments will be applied to rescheduled bookings with us..

Rental Fees

- Deposit of 25% of the total rental fee and damage deposit is due at the time of booking.
- Remainder is due 60 days prior to the event. Damage deposit is refundable if all policies are followed.

Full Fairgrounds Rental Fees		
	DESCRIPTION	
	DAMAGE DEPOSIT REQUIRED* (refundable)	\$1000.00
	DOWN PAYMENT REQUIRED (non refundable)	25% of rental fee total is due with signed rental agreement
FULL FAIRGROUND RENTAL (3 DAY PERIOD)	NO BARTENDING PROVIDED UNLESS SCHEDULED WITH EVENT MANAGER	\$4500.00
EXTRA DAY RENTAL	Additional 24 hours	\$1500.00
* Damage deposit refunded in full if terms of agreement are followed and no damage occurs.		

Liability Insurance:

Proof of Liability Insurance is required for all activities. Minimum Insurance needed is \$1,000,000.

- Insurance for your guests is your responsibility not the Floyd County Fairgrounds/Fair Society /Fair Board.
- A copy of this is needed 60 days prior to the event.

By signing below, renter acknowledges that he/she has read and agrees to all above terms and conditions.

Responsible Party

Print: _____

Signature: _____

Contact number: _____

Date: _____

Youth Enrichment Center Manager

Print: _____

Signature: _____

Contact number: 641-228-1300

Email: floydcountyyec@gmail.com

Address: P.O. Box 301
2516 Seven Mile Road
Charles City, IA 50616

Date: _____

NOTES: