

# Red Barn Rental Agreement

Renter or Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Bartender Needed Y / N

## General Building Information:

- Rental Manager: Will open the building and provide direction as needed. Manager will not set up, serve, or be involved with the event.
- Parking: There is no cost for parking.
- There is NO access for a telephone for you to use. Be sure you have a cell phone for emergencies.
- No smoking is permitted in the Little Red Barn Building.
- No outside alcohol may be brought in at any time as we hold the proper state liquor license. You may purchase alcohol from the Floyd County Fair only or have a bartender option. Fees will apply.
- Decorations: You are responsible for all setup and removal of decorations that you choose to use.

## Fair / Building Amenities:

- **Tables and chairs:** currently there are no tables and chairs for your use
- **Bathrooms:** Ladies and Men's room with diaper changing stations.
- **Playground:** is available for your use
- **Dumpsters:** are available for your use and are located outside on the Southeast of the YEC building. Please follow the trash and cardboard policies or **you will forfeit your deposit.**
- **Alcohol/Bar Option:**
  - Alcohol is available for purchase through the Floyd County Fair only. You will be billed \$10 an hour for each bartender you request. No alcohol is allowed to be brought in at any time or **you will forfeit your deposit.**

## Payment Policies:

### Rental Fee:

Rental fee is due at time of booking and is non-refundable.

### Damage Deposit:

A \$250 damage/clean-up deposit is required one week prior to your event. Deposits will be returned if everything is found in a neat, clean, and respectable condition and all alcohol and building policies are followed. If any extra cleaning needs to be done, lights or electrical units are left on, any damages found, or there are items missing such will be deducted from deposits and/or you will be charged.

### Insurance:

Proof of Insurance is required for all activities. Minimum Insurance needed is \$500,000.

- Insurance for your guests is your responsibility not the Floyd County Fairgrounds/Fair Society /Fair Board. Please contact your insurance agent for proof of insurance and include with your deposit.

**Clean-up Responsibilities:**

Please use the following as a checklist for your clean-up responsibilities:

	Trash - remove from all rooms/areas and put in dumpster on the southeast side of YEC building
	Beverage Cans - remove and place in the can drop off next to dumpster southeast of YEC building
	Building Doors- all entrance/exit doors locked when leaving
	Lights- all lights in off position

**Rental Options:**

	Day rental- Maximum of 24 Hours	\$150
	Extra Day added to rental	\$150

Total Rental Amount due at time of booking      \$ \_\_\_\_\_      Check number \_\_\_\_\_

Damage deposit check due one week prior to event      \$250 \_\_\_\_\_      Check number \_\_\_\_\_

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

**Renter**

**Rental Manager**

Print: \_\_\_\_\_

Print: Lisa Sonberg\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact number: 641-426-6730\_\_\_\_\_

Email: \_\_\_\_\_

Email: dsonberg@myomnitel.com

Address: \_\_\_\_\_

Address: P.O. Box 301  
2516 Seven Mile Road

City, State, Zip: \_\_\_\_\_

City, State, Zip: Charles City, IA 50616\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Event being held: \_\_\_\_\_

Date of Event: \_\_\_\_\_