

# Picnic Shelter Rental Agreement

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

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

Bartender Needed Y / N

## General Building Information:

- Rental Manager: Will have Reserved Signs posted for your event. 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 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:** Are not included with reservation unless requested and additional fees will apply
- **Playground:** is available for your use at no extra cost
- **Dumpsters:** are **not** available for your use unless requested and additional fees will apply
- **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 \$125 damage/clean-up deposit is required one week prior to your event if requesting bathrooms and/or dumpster. 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 areas.. Dumpster fee applies if requesting dumpster
	Beverage Cans - remove and place in the can drop off next to dumpster or take with you
	Lights- all lights in off position

**Rental Options:**

	Day rental without bathrooms - shelter only - Maximum of 24 Hours	\$25
	Day rental with bathrooms - Maximum of 24 Hours	\$125
	Day rental with additional building rental - Maximum of 24 Hours	\$25
	Dumpster Fee - located on East side of the YEC building	\$25

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

Damage Deposit due one week prior to events w/ bathroom or dumpster option \$125 Check # \_\_\_\_\_

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: \_\_\_\_\_