

# Lincoln County Fair Facilities Rental Agreement

PO Box 490 ■ Davenport, WA 99122 ■ 509-725-5161

dawn@lincolncountywafair.com

This Rental Agreement is between the Lincoln County Fair and the following User, Organization or Event Coordinator

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for the use of the indicated facilities listed below located at the Lincoln County Fairgrounds for the following

Purpose: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Please indicate the buildings or areas of the Fairgrounds you will be using during your event:

Buildings or Barns \$100/day x \_\_\_\_\_ days \$ \_\_\_\_\_

Please indicate which building or barn

- Poultry
- Hog
- Sheep
- Commercial
- Grange
- Food & Crafts (4-H)
- Floral
- Home Arts Building

Auditorium \$100/day x \_\_\_\_\_ days \$ \_\_\_\_\_

Kitchen & Dining Hall \$100/day x \_\_\_\_\_ days \$ \_\_\_\_\_

Dining Hall \$50/day x \_\_\_\_\_ days \$ \_\_\_\_\_

Dining Hall For Meeting \$20/hour x \_\_\_\_\_ days \$ \_\_\_\_\_

Hamburger Stand \$100/day x \_\_\_\_\_ days \$ \_\_\_\_\_

Stage \$50/day x \_\_\_\_\_ days \$ \_\_\_\_\_

- Other areas of the Fairgrounds, does not include the arena (example: lawn areas). The other areas will be a set a price of \$50 per day per area. Please indicate what areas of the of the Fairgrounds will be used during the event:

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Set up for Events by Lincoln County Fair: \$ 25.00 PER HOUR \_\_\_\_Yes \_\_\_\_NO

\*Tables and chairs available up request and must be returned to the Auditorium when finished with the event.

\*Picnic tables available up request

\*Set up can begin the day before event, if needed.

\*Keys will be issued to use during the event and can be arranged for pickup. Failure to return keys will result in a \$25.00 replacement fee.

Please initial the following:

\_\_\_\_ A cleaning deposit of \$100.00 is required when rental amount is paid.  
Deposit will be returned upon inspection of rented facilities after event.

\_\_\_\_ Agree to use of the rented facilities only for the purpose(s) listed above.

\_\_\_\_ Agree to remove trash from all trash cans and deposit in the outside dumpster.

\_\_\_\_ Agree to return the rented facilities to the original condition before the event.

\_\_\_\_ Agree to obtain all and any necessary permits for event, such as food or alcohol permits, if needed for event.

PAYMENTS: Payment in full is due with the return of this agreement within 15 days from the date of the event.

Rental Fee \_\_\_\_\_

Sales Tax (8%) \_\_\_\_\_

Cleaning Deposit 100.00

Total Payment \_\_\_\_\_

## **Facilities Rental Responsibilities**

The User, Organization or Event Coordinator is responsible for the following:

- ✦ Is responsible for conducting the scheduled event including, but not limited to, scheduling, advertising, ticket sales, traffic, parking, crowd control, security and on-site medical services.
- ✦ Is responsible for the overall conduct of all participants, guests and spectators involved in the scheduled event.
- ✦ Is responsible for confining all activities to areas assigned within this agreement.
- ✦ Is responsible for removing all decorations, staging and equipment brought in for the event.
- ✦ Is responsible for the safety and good order of all equipment and other property located within the assigned facilities or other areas of the Fairgrounds.

## **Facilities Rental Policies**

- ✦ Facilities rental fees must be paid 30 days prior to the start date of event and before facilities or gates will be unlocked, unless prior arrangements have been made and you have received approval from the Fair Office Manager.
- ✦ Cancellation of scheduled events need to be made to the Fair Office Manager 10 days before the event to receive a full refund.
- ✦ The facilities and grounds will be inspected the following day of the event, if there is damage to the facilities and grounds or excessive garbage left, the cleaning deposit will be forfeited. If the grounds are left clean, the cleaning deposit will be returned.
- ✦ The User, Organization or Event Coordinator will comply with all rules and restrictions of the Lincoln County Fairgrounds for the purpose of maintaining the safety, care, good order and cleanliness of the Lincoln County Fairgrounds facilities and other areas of the Fairgrounds.
- ✦ The Lincoln County Fairgrounds is not responsible for any items left behind by the User, Organization or Event Coordinator as well as any items left by guests or spectators

By completing and signing the Lincoln County Fair Arena Rental Agreement, you are certifying you have read, understand, and will adhere to all rules and policies herein. The User, Organization or Event Coordinator agrees to indemnify and hold harmless the Lincoln County Fair from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the rental of the all facilities or other areas of the Fairgrounds indicated within this agreement.

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Signature

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Date

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Printed

## Return of Cleaning Deposit Information:

All food and beverage debris, decorations, paper supplies and other trash must be picked up, bagged and disposed in trash receptacle provided by the Lincoln County Fairgrounds near the Main Building.

The Facilities including the grounds and parking lot must be left in a clean and orderly condition.

Failure to comply will result in a partial/complete loss of the Cleaning Deposit.

A check will be issued from the Lincoln County Auditor's Office for the cleaning deposit to the name of the organization or individual listed below:

Name\_\_\_\_\_

Mailing Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

Additional information

Phone\_\_\_\_\_ Email\_\_\_\_\_

<b>For Office Use Only</b>		
Date Received:		
Payment:		
Cash:	Check #:	Other:
Copy of Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Facilities Keys Assigned:		