Boone County Agricultural Association
1601 Industrial Park Road, Boone, Iowa 50036
Phone: 515-432-5899
Web: boonecountyfairia.com
E-mail: boonecountyfairgrounds@gmail.com
Fair Manager: Ashley Fitzgerald

Boone County Fairgrounds – Rental Agreement

The following agreement has been made by and between the **BOONE COUNTY AGRICULTURAL ASSOCIATION DBA Boone County Fairgrounds** of Boone, Iowa (hereafter known as fairgrounds) and the following:

Renter Name
Phone

Address
Email

Renter is renting the following property:
Starting at 9:00 for the following dates:

BEFORE YOUR EVENT

1. Payment: The renter shall pay **$** for rental of the leased property. A deposit of **$ (60% of the total rent)** is required with the signing of this lease. The 60% deposit is not refundable on weekend rentals. The balance of rent **($.00)** is due when you pick the key up.

2. Security Deposit: The renter will deposit the sum of **$500.00** paid as a separate check as security for the faithful performance by the renter of this property. If the premises and/or property is left in the condition agreed upon, and the attached rules are followed, the deposit will be returned. If the property is not satisfactory, it will be cleaned or repaired and the balance of the deposit kept by the Fair board.

3. Required Insurance: Renter will provide to Fairgrounds a Certificate of liability Insurance listing the Boone County Ag Association DBA Boone County Fairgrounds as additional insured for the date of the rental. The rate must be no less than $1,000,000. We must have this on file before your event.

Hold Harmless/Indemnification: The renter shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from the event. The renter shall INDEMNIFY, SAVE AND HOLD HARMLESS the Boone County Fairgrounds and its employees, agents, and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from the event.

4. Alcohol Request Form: All alcohol must be purchased through the Fair Office (alcohol rules & request form due to the office one month prior to your event). The renter *cannot* bring in their own alcoholic beverages.

5. Key Pickup: Fair Office hours are Monday & Tuesday from 8:00am – 3:00 pm & Thursdays from 1:00pm – 7:00pm. Keys must be picked up during the office day closest to your rental, (ie: weekend rentals pick up keys on Thursday).

AFTER YOUR EVENT

1. Clean Up: As it pertains to the space you rent: The renter will be responsible for cleaning all spaces utilized following the event. This includes: sweeping & moping (if any spills were made – DO NOT use the floor scrubber machine), and trash emptied to the dumpster (including cans). All signage and décor must be removed (including nails, tape etc. if used). If any large messes were made in the restroom, those must be cleaned up as well. In the kitchen empty and clean all appliances, clean all surfaces including counter tops, sinks, etc. Tables and chairs should be returned to the location in which they came from.

2. Notification of Damages: Upon the termination of this agreement, the renter shall return the rented property to the Boone County Fairgrounds, in as good as condition as the property existed at the time the renter obtained possession (reasonable wear and tear expected as determined by the fairgrounds). Renter shall immediately notify fairgrounds as to any damages to the rented property.

3. **Key Return:** Fair Office hours are Monday & Tuesday from 8:00am – 3:00 pm & Thursdays from 1:00pm – 7:00pm. Keys must be returned during those hours. If keys are not returned within three days from your rental date, we will keep $100 of your security deposit for each day late.

I agree to the above listed terms for the rental agreement:

Renter Signature/Date

Fairgrounds Signature/Date

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Boone County Fairgrounds – Rental Agreement Continued.

IMPORTANT RULES

1. No alcohol allowed on the premise if not purchased through the fair office.
2. No Smoking inside any of the buildings. If people smoke outside during your event, please clean up cigarette butts.
3. *No dogs* or other animals allowed on the fairgrounds *especially* inside the buildings, unless okayed by the fair office.
4. No campers allowed inside the fenced in area of the campgrounds. All campers must be in the campgrounds (east of the fairgrounds). They must register and pay upon arrival.
5. Signs & Decorations, may *ONLY* be hung from the blue tack strip in the Community Building. You must remove tape/nails/etc when done. Lights may be hung from the ceiling using the cables & hooks provided. No tape allowed on the floors. DO NOT tape signs to the exterior of the building, doors, or the awning columns.
6. Post event clean up required: Put away all tables & chairs used, sweep building, take trash out to the dumpster, clean up kitchen if used. Pick up any garbage outside of the building from your event (beer cans, etc). Shut off all lights & lock all doors.

ITEMS TO NOTE

1. There is an AED machine and a First Aid Kit located in the Community Building.
2. The Wi-Fi network is "Boone County Fairgrounds", no password, you just have to click "accept" to the terms of service.
3. We have no restrictions on caterers, or you can make your own food in our kitchen
4. You may utilize any accessible items in the kitchen, but they need to be cleaned and returned where you found them.
5. You may bring in any non-alcoholic beverages you wish.
6. If you need to cancel due to the weather, we will refund all of your money.
7. We contract all snow removal and salt for the parking lot.
8. If additional garbage or cleaning service is required it will be taken out of your security deposit.
9. All cleaning supplies (including garbage bags will be provided to you.
10. Emergency Contacts will be provided to you should you need to get a hold of the fair staff during your event.
11. You may utilize the sound system and the projector and screen at no additional charge. Please ask the fair staff to show you how to use when you pickup your key.
12. The Bar will be operated out of the southwest side of the kitchen.

I the undersigned understand and agree to follow the rules put forth by the Boone County Fair Board. I also understand that failure to follow these rules will result in forfeiting my entire $500.00 security deposit!

Renter Initials _____

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Boone County Fairgrounds – Alcohol Request Form

(This form is due to the fair office, one month prior to your event!

Name of Renter _____**Phone** _____

Date of Rental _____ **Facility Rented** _____

Alcohol Service Request:

____ No alcohol at our event

____ Open bar (no servers required), alcohol provided by the Boone Co. Ag Association

____ Cash Bar (servers required)

____ Combination (some "free items" provided to guests, and some cash bar, ***servers required***)

Bar Hours Start Time _____ End Time _____

Server Information

Server fee is $100 (plus tips) for 2 servers. Additional hours are $10/hour/server
Servers will arrive early to set up the bar area (all alcohol will be served out of the kitchen).
Servers will ***ONLY*** serve items purchased from the fair office. (ie: we will not serve water, pop, etc. unless you buy it from us).
Servers will lock up alcohol at the end of the night, and clean up the bar area, and bar area ***ONLY.*** Renter is still responsible for cleaning up & locking up all other areas of the building.

Pricing Information: (please note, pricing is an estimation and make change based on cost from our distributor)
Standard Beer type (Busch Light, Michelob Ultra, Bud Light, Budweiser, Miller Light & Coors Light) prices are as follows:
Cash Bar $4.00 / can Hosted Bar $2.00 / can $230 / Keg

Standard Other Malt Beverages (Angry Orchard, White Claw, Mikes, Carbliss) prices are as follows:
Cash Bar $5.00 / can Hosted Bar $3.00 / can

Standard Wine
Cash Bar $5.00 / glass Hosted Bar $15.00 / bottle (serves 5-6 glasses)

Mixed Drinks $6

***Additional brands may be available upon request. Pricing will vary.

Alcohol Product Request:

Beer Type _____ Keg (serves approx. 164 12 oz cups) _____Cases (24 12oz. cans/case) _____

Beer Type _____ Keg (serves approx. 164 12 oz cups) _____Cases (24 12oz. cans/case) _____

Beer Type _____ Keg (serves approx. 164 12 oz cups) _____Cases (24 12oz. cans/case) _____

Other Malt Beverage Type _____ Number of Cases _____

Other Malt Beverage Type_____ Number of Cases _____

Wine Type _____ Number of Bottles _____

Wine Type _____ Number of Bottles _____

Hard Liquor available for mixed drinks include: Crown Royal, Titos Vodka, Captain Morgan, Jack Daniels. If you wish to have additional liquor types, contact the Fair office for details.

Rules regarding Alcohol at the Boone County Fairgrounds

1. Alcohol cannot be served any later than 1:00 am, NO EXCEPTIONS!
2. Hosted bar items purchased must be paid for in full prior to your event. No returns & no refunds. (Unopened cases of beer or other malt beverages purchased through the hosted bar can be taken home by the purchaser.
3. No alcohol purchased from the Ag Association will be allowed to leave the gated area of the fairgrounds.
4. Renters are NOT be allowed to bring in any other alcohol. (If you bring in any alcohol you will forfeit your entire $500 security deposit & may incur other fines.)
5. If renter is utilizing an open bar option, they are responsible for making sure no alcohol is provided to minors.
6. Our bartenders have final say on serving of alcohol. Any arguments will be handled by the police.
7. WE I.D. and if anyone provides liquor or beer to a minor we will call the police and those involved will be asked to leave immediately. Please keep; in mind that violations of the above rules can result in cancellation of your event!

I the undersigned understand and agree to follow the rules put forth by the Boone County Fair Board. I also understand that failure to follow these rules will result in forfeiting my entire $500.00 security deposit!

Renter Date

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