

Pulaski County 4-H & Community Fair Association Inc.

125 S Riverside Drive, Ste 120
Winamac, IN 46996

pulaskicountyfair@gmail.com

Community Building Rental Agreement

This contract is being entered into by the following parties:

Pulaski County 4-H & Community Fair Association, Inc

125 S Riverside Drive

Winamac IN 46996

AND Organization/Individual:

Organization/Individual: _____

Contact Person: _____

Address: _____

Phone: _____

The above named is planning a **PUBLIC / PRIVATE (circle one)** event and request to holding such event at the Pulaski County Fairgrounds - Community Building on _____ or between the following dates: _____ and _____.

Event Type: _____ **No. of Days:** _____

In doing such, the above named would like to reserve the Community Center. Rates for rental are as follows: Private events with less than 75 people - \$100 per day. Weddings and other large gathering events will be determined on a case-by-case basis. Weddings and large gatherings are viewed as a public event. Public events are considered anything over 75 people and/or allow for public participation without invitation - \$200 per day. Public events require a Certificate of Insurance be provided to fair board no less than one week prior to the event, listing Pulaski County 4-H & Community Fair Association, Winamac Park Board, and Winamac Town Council as the certificate holders. **All rentals require a deposit of \$200.00 written as a separate check.** If the building is returned in the same condition, it was signed as being received during the walk through, the deposit check will be mailed back to the renter at the above address within 10 days. A walk through with renter will be completed before the event. The renter will be responsible for repairs, if damage should occur during their rental. All rental prices are subject to change.

Rental Amount: _____ **X Number of Days desired:** _____ **= Total Amount due: \$** _____

Deposits and Rental checks must be returned with this signed contract.

Rules & Guidelines to be followed:

- 1) Agreements should be submitted with deposit at least a month prior to the event, variations to time-period may be discussed during rental request with approving fair board representative. Variations agreed to by the representative will be noted on page 2, if any.
- 2) **Checklist of expectations:** trash will be cleaned-up inside building with trash being moved to the dumpster behind the building. Tables and chairs need to be wiped clean and returned to their original setup, unless arrangements have been made with the Fair Association in advance and noted on page 2. The kitchen should be free of trash with fridge, freezers, and stove cleaned. Bathrooms should be free of trash with sinks and mirrors wiped, and toilets flush without human waste or plugged plumbing.
- 3) It is agreed that the Fair Association will take reasonable precautions for safety, but will not be responsible for vandalism, theft, or destruction by other means.

- 4) All public events must provide a copy of their certificate of insurance for the event. It is the event coordinator's responsibility to secure certificates of insurance for all booths authorized by them. Any booth dispensing food or beverage **must** obtain a Pulaski County Health Department Food Service Permit.
- 5) **We are a smoke-free campus. No smoking or consumption of alcoholic beverages are allowed in or around the facility. Smoking or consumption of alcohol will result in the deposit being retained.**
- 6) Any special arrangements or variations to the contract may result in an additional fee being charged. This includes, but is not limited to, utilities that may be billed to the Fair Association by the Town of Winamac due to a large event or use of kitchen facilities.

HOLD HARMLESS CONTRACT AGREEMENT, I assume responsibility for my own event and agree to relieve the PULASKI COUNTY 4-H & COMMUNITY FAIR ASSOCIATION, the TOWN OF WINAMAC, AND the WINAMAC PARK BOARD of liability for any damages beyond due care, including claims for loss, damage, or injury. I understand I am responsible for insurance on my merchandise and equipment at my own expense. I understand this is to include public liability. I agree to abide by the General Rules set forth in this agreement and assume responsibility for setting up and facilitation of my event and cleanup thereafter.

We agree to the terms of this agreement and will abide by its rules and guidelines. Please accept this as our request to rent the Community Building at the fairgrounds.

_____ Please check here if you desire a final walk through following your event.

Printed Organization Representative/Renter: _____

Organization Representative/Renter Signature: _____

Accepted by: X _____ for Fair Association

Questions or Comments may be listed below or directed to Elaine Zeider at (574)595-0870.

Questions/Comments, if any:

Variations of terms to this agreement, if any: (must be initialed and dated by both parties)

To be completed when keys are provided:

Building checklist was reviewed. I verify building was received clean on _____ (Date keys

were received) Signature of Renter: _____

Building was returned in the same satisfactory condition, based on checklist, as received on date above.

Check was returned to renter on: _____ by (circle one) **mail** or **hand delivered**.