

Monroe County Fair, Inc.

Rental Information/Agreement – Revised January 2024

Contact Angela Wilson – Monroe County Fair Board Secretary/Treasurer

6738 147th St, Albia, IA 52531

Phone: 641-777-2937 E-mail: akklwilson2017@gmail.com

SEASONAL INFORMATION: Rental agreements can be entered into beginning April 15th to October 1st each calendar year or in correspondence with the Winter Storage Dates each year. Some exceptions may be able to be worked in but will be considered on each individual event basis.

PAYMENTS: Payments of the entire set fee is due upon signing of the rental agreement form. Certificate of insurance or policy rider information must accompany the rental fee payment along with signed agreement.

CANCELLATION POLICY: Full refunds of the fee will be given with 60-day advance notice. Half price refund will be given with 30-day advance notice. Less than 30-day cancellation is non-refundable.

KEYS: Keys can be obtained from appropriate Fair Board Officer's prior to the scheduled date on the rental agreement form. Keys must be returned with 24 hours of the end of the contracted rental date. Keys must not be duplicated for any reason. Renter is responsible for all issued keys. Loss of keys will result in a \$50.00 charge.

INSURANCE: All renters must provide proof of liability insurance if serving or allowing alcohol in their scheduled event. A copy of this "Certificate of Insurance" or "Rider Policy" can be obtained from your insurance agency/agent. This must be attached to the signed rental agreement at time of payment. Waivers are required for various type of activities to be held during scheduled events.

RENTER RESPONSIBILITY:

1. Extreme care is to be used when using any tables, chair, etc....owned by the Fair Board.
2. No smoking is allowed in any building or bleacher/public gathering area.
3. Grounds and all buildings are to be cleared of all garbage. Garbage containers are provided.
4. Building and floors must be cleaned.
5. Building needs to be left clean and ready for next event coming in.
6. Any gates or panels used for outside rentals are to be replaced as found.
7. Renters have use of only the building(s) being rented and stated on the signed rental agreement. Other buildings are not to be used without prior authorization.
8. All lights inside and out and all cooling units must be shut off every night unless other arrangements have been made.
9. Simply have respect and use common sense to keep the buildings and grounds always looking their best. Treat the buildings and grounds with respect.

DUMPSTER USE: Only trash and items accumulated during the rental period are to be placed in the dumpster or garbage containers. Garbage can be taken by the party renting the facility and be properly disposed of. Garbage service can be provided for \$50.00 and will be added to your rental fee payment.

THE MONROE COUNTY FAIR BOARD WILL NOT BE HELD RESPONSIBLE FOR THEFTS COMMITTED OR ACCIDENTS OCCURING ON THE FAIRGROUNDS OR IN THE BUILDINGS. THE FAIR BOARD RESERVES THE FINAL

AND ABSOLUTE RIGHT TO INTERPRET ALL RULES AND REGULATIONS AND TO ARBITRARILY SETTLE AND DETERMINE ALL MATTERS. QUESTIONS AND DIFFERENCES CONNECTED WITH OR INCIDENT TO THE BUILDINGS AND GROUNDS.

FACILITY RENTAL RATES: (Rates include 2 days prior to event and one day following unless bookings are back-to-back and then alternate plans must be put into place.)

\$300.00 - Exhibit Building & Bathrooms

\$300.00 - Activity Building & Bathrooms

\$300.00 - Swine Building & Bathrooms

\$400.00 - Exhibit & Activity Building & Bathrooms

\$500.00 - Open Areas on Grounds Including but not limited to: Grandstands, Showring & Horse Arena

Renting to take off grounds only...Tables - \$5.00 each / Chairs - \$2.00 each.

\$350.00 - Special Auction Rental Agreement is set for \$350.00 per event (Includes building/buildings specified and bathrooms). More time for set up can be arranged if the booking calendar shows availability with no additional charge. Food Trucks are allowed for auction events with no additional charge.

Current Monroe County 4-H and FFA Members / Immediate Families and Monroe County Fair Board Members will be charged ½ price of the listed amounts for personal style usage. To be eligible for this discount the event cannot be for personal profit. All benefit type events will be given a \$100.00 discount of the listed rates as a donation from the Monroe County Fair Board.

All 4-H and FFA sponsored events can utilize the grounds and buildings free of charge. The Monroe County Fair Board is supportive of these organizations and encourages them to use the grounds to enhance their youth programs and events. All events must be on the master calendar.

ADDITIONAL AREAS/SERVICES AVAILABLE:

\$50.00 – Food Stand usage of refrigerator/freezer or storage space

\$50.00 – Additional Days per day

\$50.00 – Garbage Fees

Portable restrooms are the responsibility of the renter. The Monroe County Fair Board will not provide or pay for facilities for any scheduled event.

\$25.00 – Camping spots available with water and electric hook ups

Gate/Admission can be collected per event upon approval from Fair Board. Food Stand possibility is based upon availability, staffing, and taken into consideration on an event-by-event basis.

TRAINED SERVICE ANIMAL AS CURRENTLY DEFINED UNDER THE ADA ARE THE ONLY ONES ALLOWED ON THE FAIRGROUNDS. TRAINED SERVICE ANIMALS MUST BE UNDER OWNER'S CONTROL AT ALL TIMES AND REMAIN ON A LEASH OR HARNESS. COMFORT, THERAPY, OR EMOTIONAL SUPPORT ANIMALS WILL BE TAKEN INTO CONSIDERATION ON A CASE-BY-CASE BASIS. PETS ARE ALLOWED IN THE CAMPER AREAS AND MUST ALWAYS BE CONTAINED UNDER OWNERS CONTROL.

RENTAL AGREEMENT DOCUMENT

THIS DOCUMENT MUST BE COMPLETED IN IT'S ENTIRETY AND ACCOMPANY PAYMENT AND ANY OTHER DOCUMENTS AS DESCRIBED IN AGREEMENT.



NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

SPECIAL INFORMATION: _____

CHARGES: _____

TOTAL PAID: _____

PAYMENT TYPE: _____

INFO: _____

PAYMENT DATE: _____

PRINT NAME: _____

SIGNATURE _____

DATE: _____