Winnebago County Fair Association

winnebagocoiowafair.com

Winnebago County Fair Exhibit Hall Lease Agreement

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Lease Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_ Non-refundable Deposit: \_\_\_\_\_ \_\_\_\_\_

Note: Verbal commitment to hold date is not binding. A non-refundable deposit, as stated above, is required to hold date. This deposit is to be paid upon receiving this agreement to the PO Box above. Date will not be held until we receive deposit. Deposit is deducted from the total lease amount.

Lease Deadline – (Return signed lease by this date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Insurance Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as Renter, accept this contract and agree to lease above facility for the above stated date and agree to the conditions set by this lease agreement, as stated within this lease agreement.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated this\_\_\_\_\_\_\_\_day of­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_

 (Renter)

**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 Renter’s event. Renter shall INDEMTIFY, SAVE AND HOLD HARMLESS the Winnebago County Fair Association 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 Renter’s event.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated this\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_

 (for Winnebago County Fair Association, owner)

Please complete and sign lease, make and keep a copy for your records, and return original by the deadline stated above.

Send to: Winnebago County Fair Association, PO Box 293, Thompson, IA 50478

Contact: Tom Thompson, 515-538-0163, four.t.farms@hotmail.com

 TJ Hanson, 641-590-5288 **Note: Conditions for lease attached**

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**Exhibit Hall Details**

**Rental Guidelines**

All persons are expected to abide by the laws of Iowa concerning the consumption of alcoholic beverages, and the use of narcotic substances. Persons found to be in violation of these laws will be prosecuted to the fullest extent of the law.

Pursuant to Iowa Code, no persons under 21 years of age will be allowed to purchase or consume alcoholic beverages on the Winnebago County Fairgrounds.

Renter shall make arrangements with the Winnebago County Fair Board (WCFB) to receive a key code for the Exhibit Hall (EXH). If the event is a wedding reception, Renter can have access to the EXH 2 days prior to the wedding reception. For example, typically a wedding reception is held on a Saturday, so the renter shall have access the Thursday prior to the wedding reception. Renter is asked to vacate the EXH on the day after the renter’s event by 1:00 p.m.

Contact the WCFB for specific details on your event and to discuss modifications specific to your event circumstances. The fairgrounds are monitored by video surveillance.

The North door key code will be provided to you.

EXH setup shall comply with safety guidelines by the CDC and/or the State of Iowa.

Food service shall follow Iowa Department of Inspections & Appeals safety guidelines.

Renter and guests are expected to abide by current Public Health guidelines.

Renter shall set up tables and chairs for their event. When the event is over, renter shall wipe down all tables and chairs and put them away on the provided storage racks. WCFB will clean and sanitize the EXH after the event. Renter is asked to pick up the area outside of the EXH after the event.

Renter is to responsible for any and all decorations used for the event. Absolutely no nails, tacks, pins or other mechanical fasteners may be used in putting up decorations. Renter is responsible for taking down all decorations after function (what the renter puts up, tapes up or sets up will be taken down by the Renter). This includes all ribbons, tapes, etc. Renter is to remove all tape and such from under tables, on walls, etc.

Only tape allowed is a non-residue type of tape. Duct tape cannot not be used on any surface!!

Prohibited Decorations: Glitter, confetti filled decorations are not allowed. *No open flames in decorations and other enhancements, except for cooking equipment.  Artificial flames can be used.*

Renter to provide heavy duty trash bags (yard & garden size) for disposal of trash used for the Renter’s event. Renter is to pick up all trash inside and outside of EXH. Garbage dumpster is provided for disposal of trash. Dumpster is available for fairgrounds events only, and not for use by the general public.

Renter is to clean up kitchen area, including any utensils used. Renter is to clean all equipment used, including coffee pots, roasters, stove, refrigerators, sinks and counter tops, using a cleaning agent. Any oils used in cooking cannot be disposed of in the garbage dumpster. Renter is responsible for the proper disposal of all cooking oils used for the event.

Renter is to make arrangements for access to the EXH by caterers, suppliers, workers and others who have been hired or retained by the Renter for the event.
Renter is to insure doors are shut and locked. Lights are to be shut off when leaving.

Smoking is not allowed in the EXH and all other buildings on the fairgrounds.