

**Community Building Rental Agreement
Special Occasions & Corporate Events**

**Story County Fair Association
PO Box 163, Nevada, IA 50201**

Name of Person/Organization/Group: _____

Address: _____

Contact Name(s): _____

Phone: _____ Email: _____

Rates and Fees:

The Community Building is rented by half day (5 hours) or full day. The whole building can be rented or the two levels can be rented individually. This agreement must be signed and returned to hold the date. An agenda of events, list of any outside vendors, total occupancy and event insurance is required.

Event Rental Date(s): _____

Please specify your choices below including time of day.

	Half Day	Full Day
Upper Level:	\$450 _____	\$900 _____
Lower Level:	\$200 _____	\$400 _____
Whole Building:	\$600 _____	\$1,200 _____

Equipment needed: Video Projector _____ Sound System _____

- One half of the rental fee is due with the rental agreement.
- A security deposit in the amount of \$1000 is due no later than 90 days prior to the event. This deposit will be returned if cancellation does not occur within 60 days of the event and no damage occurs at the event.
- The balance of the rental fee is due 7 days prior to the event.

By signing this agreement, I acknowledge that I have received and read all of the rules pertaining to the Community Building. I understand that all rules must be followed at all times during the rental period.

Signature

Please keep a copy for your records

Date

Community Building Rules

This document contains the facility and reservation policies governing the operation of the Community Building. The policies set forth are regularly reviewed and revised as necessary. The Story County Fair Association reserves the right of final interpretation and enforcement of the policies set forth as deemed necessary for the successful operation of the building. The Community Building is the property of the Story County Fair Association and is under the direction of the Story County Fairboard. As such, the Story County Fairboard approves the rules and regulations governing the use of the building. The Community Building is a newly renovated multi-use facility that is host to a variety of different activities, such as the Story County Fair, community functions, class reunions, wedding receptions and events of a similar nature. When considering the Community Building for your function, please consider the building is located within the Story County Fairgrounds, which has limited sidewalks and paved parking.

This is an excellent facility for the casual get together with significant green space for outdoor enjoyment.

Reservations

Reservation inquiries can be made by contacting Amanda Johns 515-290-9694.

Reservations will be accepted on a “first come-first serve” basis. The Story County Fair Association will hold a tentative reservation from the time inquiry is made for a period of 10 days, during which time, the following must occur to finalize the reservation:

- The rental agreement to which these rules are attached is signed by at least one member of the organization or group renting the building and the agreement is returned the Story County Fair Association, PO Box 163, Nevada, IA 50201; and
- One half of the rental fee must be paid with the return of the rental agreement. Half of which is refundable if cancellation occurs at least 120 days before the event date.
- Security Deposit Check in the amount of \$1000 is due at least 90 days before the event (this check will be held and returned if no damage occurs).
- The balance of the rental fee will be due 7 days before the event date.

- When making a reservation, you will need to provide the following details:
 - Date of event
 - Time of the event – starting and ending
 - Contact information
 - Equipment needed

Set-up, decorating, delivery times (flowers, food, D.J., etc.), and clean up must be included in the reservation agreement. The Story County Fair Association staff will check the building before and after each event; therefore, renters must adhere to hours reserved in the contract.

Deposit

A security damage deposit of \$1000 must be paid 90 days before the event. A separate check must be made payable to the Story County Fair Association and will be returned if there is no damage or additional charges and the building is cleaned and put back in the condition it was before the event. The deposit or a portion thereof will be forfeited in the event of the following:

- Damage or loss: If damage occurs in the building or there is a loss of equipment, the group responsible will be charged. Charges will reflect repair or replacement cost. If damage or loss is greater than the deposit, the difference will be billed to you.
- Additional use charges: Hours, supplies, etc. that are used in excess of the original reservations agreement will be charged regular rates and billed to the renter.
- Clean-up of the building is not acceptable.
- If cancellation occurs within 60 days of the event, the security deposit check will be cashed.

Set Up and Clean Up

Set up and clean-up of all tables and chairs are the responsibility of the renter. All tables and chairs should be cleaned with cleaning supplies provided by the Story County Fair Association and put back into their original location.

Cancellations

If any person or organization cancels less than 120 days and before 60 days to the reservation

date none of the original rental payment will be returned. In addition to the above policy the security deposit check will be cashed and nothing returned if cancelation occurs within 60 days of the event.

Responsibility for the Premises

The person who signs the rental agreement on behalf of the group or organization shall be responsible, together with the group or organization, for the care and safekeeping of all property located in the rented area, including the hallways and restroom facilities and for the enforcement of these rules.

Alcoholic Beverages

All State, local laws and ordinances regarding the use and consumption of alcoholic beverages shall be strictly complied with. The renter is responsible for making sure all laws and rules are adhered to and controlling all distribution of alcoholic beverages and the Story County Fair Association will assume no liability in its use at the renter's event. No alcoholic beverages shall be exchanged for consideration in money or money's worth. No person under 21 years of age shall be served, furnished with, or consume any alcoholic beverage on the premises. Checking I.D.'s is a requirement of this contract and is the renter's responsibility. No intoxicated person shall be served or provided with alcoholic beverages. Any intoxicated person on the premises shall be reported to the Nevada Police Department immediately. Any Story County 4H Fair Association board member or on-duty peace officer shall have the right to gain access to the premises for law enforcement purposes.

Decorations

Table or freestanding decorations are encouraged. There will be no painting or construction allowed in the building (i.e. Theatrical props, etc.). No 3M stick ups, glue or nails are permitted. All fasteners used for decorations, such as scotch tape, etc. must be removed with the decorations.

No straw/hay or other flammable materials (Candles) may be brought into the building as decoration. Story County Fair Association reserves the right to decide if certain items may or may not be brought in for decorating purposes. No glitter or confetti can be used. If we determine any prohibited items were used the renter is responsible for getting it all cleaned up.

Renter/User Personal Property

The Story County Fair Association will not assume responsibility for the damage to, or loss of, any merchandise or articles left in the function area or storage area prior to, during, or following an event, including overnight storage.

Keys

Keys will be given to the renter just before the event as arranged with the building manager.

Keys must be returned at the conclusion of the event.

If key(s) are lost, renter will assume the financial responsibility associated with replacing the door lock and providing ten (10) new keys.

Miscellaneous House Rules

Absolutely no smoking will be permitted in any part of the building.

Any person found in possession of or damaging articles belonging to the Story County Fair Association will be subject to proper legal actions.

No animals shall be permitted in the Community Building. Seeing Eye or guide dogs for the blind and service animals are exempt.

Use of the facilities does not in any way imply that Story County Fair Association endorses, encourages, or approves the purpose of the user.

Unauthorized intoxicants, drugs, firearms and gambling in any form are strictly prohibited.

All kitchen equipment, tables, and chairs, etc. are the Story County Fair Association's property and shall not be removed from the premises.

Rules and Fees Subject to Change

All rules are subject to change without advance notice. Exceptions to these rules may be made under special circumstances with the approval of the Story County Fair Association. The Story County Fair Association will set fees for the year at the beginning of each year. Reservations made prior to January 1 of each year are subject to any rental fee changes.

Story County Fair Association Not Liable

The Story County Fair Association will not be responsible for injury to person or property arising out of the acts or omissions of the renter, the members of its organization or its guests. It is the renter's responsibility to supervise all children on the premises as well as the safety and appropriateness of all activities conducted on the premises.