

RULES AND GUIDELINES FOR USAGE
OF THE LAWRENCE COUNTY FAIRGROUNDS AND BUILDINGS

11107 4H Road, Sumner, IL 62466

**RENTAL AGREEMENT, INSURANCE CERTIFICATE AND RENTAL FEE
MUST BE PAID AT TIME OF BOOKING.**

LIABILITY INSURANCE: A certificate of insurance for general liability from your insurance company is required. The renter shall carry liability insurance covering the event, audience and anyone who is on the fairgrounds. Renter will furnish evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad for property damage. Such insurance shall provide \$1,000,000 each occurrence and same for aggregate. The certificate must be original, not a copy, and signed by the representative. Not responsible for any health-related incidents due to exposure, infection, and/or spread of COVID-19 and waived right to bring suit.

PARTICIPANT WAIVERS: For hazardous participant events, a release and waiver of liability must be signed by each participant prior to taking part.

PAYMENT OF RENTAL FEE: Payment for facility rentals must be paid at time of booking. Keys will not be released until fee is paid in full. A \$50.00 fee will be charged on all returned checks.

DAMAGE AND CLEAN-UP DEPOSIT: A \$200.00 Damage and Clean-up deposit is due 10 days prior to the event. This deposit will be returned to the renter after inspection of building, barns and grounds have been checked for condition, damages and the key is returned.

CANCELLATIONS: If cancelled thirty (30) days before the event, the rental fee will be returned.

1. **USERS AGREES TO PROTECT THE GROUNDS AND BUILDINGS FROM DANGER OR VANDALISM.**
2. **HOURS OF USE:** 6 AM to 12 Midnight, unless otherwise stated in the rental agreement.
3. **SET-UP:** Early or late uses of the building will be no more than 12 Noon before day use or 12 Noon after day use. If more time is required, an extra day's rent will be charged.
4. **ANNOUNCING YOUR EVENT:** The rental agreement must be signed before the renter may advertise or promote the event. Use of the sign in front of the building is permissible ten days before the event.
5. **ALCOHOL - EVENTS AT WHICH BEER IS SOLD SHALL NOT OCCUR CONCURRENTLY WITH YOUTH ACTIVITIES.**
6. **NO SMOKING IS ALLOWED IN ANY FAIR BUILDING, TENTS OR GRANDSTANDS.**
7. **NO MOTOR VEHICLES ARE ALLOWED INSIDE THE MAIN BUILDING.**
8. **TABLES AND CHAIRS:** Renter is responsible for setting up, taking down, restacking and proper storing of tables, chairs and equipment if used while renting premises.
9. **TRASH:** All trash containers must be emptied in the outside garbage containers. All trash must be picked up outside of building and emptied in the outside garbage containers. If extra pickups are needed, the renter will be responsible for payment of the extra pickups.
10. **DECORATING MATERIALS:** Remove decorating materials at the conclusion of the event. Use masking tape only on surfaces: no adhesive tape, nails or staples.
11. **FLOORS:** All rooms used must be swept and free of debris.
12. **Animals:** No animals are allowed inside of the Main building except requirements of ADA.
13. **RV Parking:** Any Vehicle hooked up to the fairground utilities will be charged \$30.00 per day in addition to renter fee.

Emergency Numbers:

**Rita Palmer
Jane Inyart**

**618-843-7138
618-936-2851**

Complete, signed and return this Form, Insurance Certificate and Fee at time of booking.

Key Picked Up _____
Key Returned _____

FAIR GROUNDS USAGE AGREEMENT

This agreement is being entered into by the following parties:

Lawrence County Junior Fair Association, PO Box 57, 11107 4H Road Sumner, IL 62466 and this Organization/group:

Organization	
Contact Person	
Phone Number	
Address	

The above named is planning the following event and will be holding such at the Lawrence County Fairgrounds on the following date(s):

Date Requested	
Name or Type of Events	
Alcohol Served?	Yes or No

In doing such, the above named would like to reserve the following:

	Rental Fee		Number of Days	Total
Main Building	\$400.00	Due at time of booking		
Meeting/Dining Room Only	\$150.00	Due at time of Booking		
Livestock Barns (Restrooms included)	\$400.00	Due at time of Booking		
RV Parking	\$30.00 per day per vehicle	Due at time of Booking		
Damage / Clean-up Deposit for all Rentals	\$200.00	Due 10 Days before event		\$200.00
TOTAL DUE				

Any deviation must be approved by the LAWRENCE COUNTY JUNIOR FAIR ASSOCIATION.

Fairgrounds and Buildings are closed the months of November, December, January, February and March.

Hold Harmless Contract Agreement: I/WE assume responsibility for my/our own event and agree to relieve the **LAWRENCE COUNTY JUNIOR FAIR ASSOCIATION AND THE LAWRENCE COUNTY FAIRGROUNDS AND BUILDING INC** of the liability for any damages beyond due care, including claims for loss, damage or injury. I/We understand I/we am/are responsible for insurance on my/our merchandise and equipment at my/our own expense. I/We understand this is to include public liability. I/WE agree to abide by the General Rules set forth and assume responsibility for setting up my/our event. Not responsible for any health-related incidents due to exposure, infection, and/or spread of COVID-19 and waived right to bring suit.

I/WE agree to the terms of this agreement and will abide by its rule and guidelines. Please accept this as my/our request to rent the fairgrounds.

Signed: X _____.

Date: _____

Accepted _____ date by: _____ for the **LAWRENCE COUNTY JUNIOR FAIR ASSOCIATION**.

For Office Use Only:

- Usage Agreement
- Certificate of Insurance for General Liability
- Rental Fee paid
- Damage /Clean-up Deposit

Date Received _____
Date Received _____
Date Received _____
Date Received _____

Building Check List

Return this form when Key is returned.

Renter's Name _____

Yes or No or N/A	Description	Comments
	Heaters Off in Main Room if used	
	Heat turned down to 55 degrees in dining area	
	Trash cans emptied in the dumpster	
	Trash picked up outside of building	
	Table and Chairs –picked up, cleaned and properly stored	
	Floor Swept in area used	
	Spills Mopped up in area used	
	Toilets flushed and shut off	
	Faucets on sinks all turned off	
	Kitchen Cleaned (when used)	
	Letters removed from sign in front of building	
	All Lights shut off	
	Doors all shut and locked	
	Key returned	

Signed by Renter _____

Date _____