

**RULES AND GUIDELINES FOR USAGE**  
**OF THE LAWRENCE COUNTY FAIRGROUNDS AND BUILDINGS**  
**11107 4H Road, Sumner, IL 62466**

**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. This certificate must be in the Fairgrounds office 10 days prior to the event or event will not take place.

**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 10 days before your event starts. Keys will not be released until fee is paid in full. When payment is received within less than 10 days, payment shall be paid in cash or cashier's check. A \$50.00 fee will be charged on all returned checks.

**BOOKING DEPOSIT:** A \$100.00 security deposit is due with rental agreement. This deposit will be returned to the renter after inspection of building and grounds have been checked for condition, damages and the key is returned.

**CANCELLATIONS:** If cancelled thirty (30) days before the event, the security deposit 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. **ABSOLUTELY NO ALCOHOL OR DRUGS ALLOWED ON FAIRGROUNDS.**
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.
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 and signed this form when booking rental. Include security deposit.

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:

<b>Organization</b>	
<b>Contact Person</b>	
<b>Phone Number</b>	
<b>Address</b>	

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

<b>Date Requested</b>	
<b>Name or Type of Events</b>	

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

	Rental Fee	Rental Fee	No of Days	Total
<b>Main Building</b>	\$300.00			
<b>Meeting/Dining Room Only</b>	\$150.00			
<b>Kitchen</b>	\$100.00 (for serving and cleanup use only)			
<b>Livestock Barns (Restrooms included)</b>	\$400.00			
<b>RV Parking</b>	\$30.00 per day per vehicle			
<b>Booking Deposit</b>	\$100.00			
<b>TOTAL DUE</b> Grounds included in each rental				

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.

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 and Security Deposit – Date Received \_\_\_\_\_
- Certificate of Insurance for General Liability received 10 days prior to event- Date Received \_\_\_\_\_
- Rental Fee paid 10 days before event date – Date Received \_\_\_\_\_
- Security Deposit Returned – Date \_\_\_\_\_ Check # \_\_\_\_\_

# 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 \_\_\_\_\_