

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:

<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>	
<b>Alcohol Served?</b>	Yes      or      No
<b>RV Parking at Event?</b>	Yes      or      No

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

	Rental Fee		Number of Days	Total
<b>Main Building</b>	<b>\$400.00</b> <small>(Winter Fee applies to December, January, February)</small>	Due at time of booking		
<b>Meeting/Dining Room Only</b>	<b>\$150.00</b>	Due at time of Booking		
<b>Wedding Package</b>	<b>\$600.00</b>	Due at time of Booking	4 Days	
<b>Livestock Barns (Restrooms included)</b>	<b>\$400.00</b>	Due at time of Booking		
<b>Horse Arena (Restrooms included)</b>	<b>\$400.00</b>	Due at time of Booking		
<b>Grandstands &amp; Arena</b>	<b>\$3000.00</b>	Due at time of Booking	4 Days	
<b>RV Parking</b>	<b>\$30.00 per day per vehicle</b>	Due at time of Booking		
<b>Damage / Clean-up Deposit for all Rentals</b>	<b>\$200.00</b>	Due at time of Booking		\$200.00
<b>TOTAL DUE</b>				

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

**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.**

## **ALCOHOL RULES AT THE LAWRENCE COUNTY FAIRGROUNDS**

The Lawrence County Junior Fair values and encourages an alcohol free environment, but recognizes that alcoholic beverages may be available at some events although LCJF cannot sell or serve it.

**LESSEES MAY SERVE ALCOHOLIC BEVERAGES FOR THEIR FUNCTIONS IF ALL OF THE FOLLOWING CONDITIONS ARE MET:**

1. Sign a hold harmless agreement between Lessee and Lawrence County Fairboard.
2. Obtain liability insurance coverage meeting LCJF requirements (Such insurance shall provide \$1,000,000 each occurrence and same for aggregate. ) and naming Lawrence County Junior Fair as additional insured.
3. Events at which beer or wine are sold or served shall not occur concurrently with any youth activities at the LCJF Fairgrounds.
4. All Alcoholic beverage service shall be stopped one hour prior to the end of the reserved use period. **Please restrict consumption to the area you have rented.**
5. No person under the age of twenty-one (21) years shall possess or consume alcoholic beverages of any type at the Lawrence County Fairgrounds.
6. No person under the influence of alcohol, narcotics or any other drug, to the extent of being considered publicly intoxicated, shall enter or remain upon or within the facilities of the Lawrence County Fairgrounds.
7. Failure to comply with the rules set forth by the LCJF may result in event cancellation, forfeiture of rental deposit and/or refusal to grant future rental requests.
8. The Lawrence County Fair Board reserves the right to refuse or discontinue alcohol beverage service if any of these rules are violated or if there is considered to be potential damage to the facilities or grounds, event participants or the public at large.

Name of Lessee \_\_\_\_\_

Date of Event: \_\_\_\_\_

**I have read the above and agree to and will abide by the alcohol rules at the Lawrence County Fairgrounds during my event.**

Signed: \_\_\_\_\_

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

Accepted by the Lawrence County Junior Fair Association:

Signed: \_\_\_\_\_

<b>Emergency Numbers:</b>	
Rita Palmer	618-843-7138
Jane Inyart	618-707-8689

# Maintenance Check List

(The cleanup needs to be done during the contracted times. Once your contract date(s) are over, the cleanup will be charged against your deposit.)  
**Return this form when Key is returned.**

**Renter's Name** \_\_\_\_\_

Yes or No or N/A	Description	Comments
	<b>Main Building and Dining/Meeting Room</b> <ul style="list-style-type: none"> <li>• Floors should be swept clean of debris</li> <li>• All trash should be picked up and placed in outside dumpster</li> <li>• Floors should be mopped where necessary</li> <li>• All tables and chairs should be cleaned and returned to storages racks</li> <li>• All lights should be turned off</li> <li>• Heat off in Main Room if used</li> <li>• Heat in Dining/Meeting Room turned down to 55 degrees if used</li> </ul>	
	<b>Kitchen</b> <ul style="list-style-type: none"> <li>• Floors should be swept and clean of debris</li> <li>• All trash should be picked up and placed in outside dumpster</li> <li>• Floors should be mopped where necessary</li> <li>• All serving windows should be closed</li> <li>• All countertops and sinks should be washed and cleaned</li> <li>• All appliances should be clean from spills</li> <li>• Stoves should be clean from spills and turned off</li> <li>• The lights should be turned off</li> <li>• Clean out the refrigerator with no leftovers</li> <li>• Clean out the freezer with no leftovers</li> <li>• No food or debris left behind</li> </ul>	
	<b>Restrooms</b> <ul style="list-style-type: none"> <li>• Floors should be swept and clean of debris</li> <li>• All trash should be picked up and placed in outside dumpster</li> <li>• Floors should be mopped where necessary</li> <li>• Toilets flushed and turned off</li> <li>• Facets on sinks turned off</li> <li>• Lights turned off</li> </ul>	
	<b>Front Sign</b> <ul style="list-style-type: none"> <li>• If used, Letters are to be removed from the sign and left in the kitchen</li> </ul>	
	<b>Grounds and Parking Lots</b> <ul style="list-style-type: none"> <li>• All trash and litter should be collected and placed in dumpster.</li> <li>• Any equipment utilized should be accounted for and returned to its original location.</li> </ul>	
	<b>Key</b> <ul style="list-style-type: none"> <li>• Please lock the door and return the key in the box by the door along with this form.</li> </ul>	

**Signed by Renter** \_\_\_\_\_ **Date** \_\_\_\_\_