

# Rental Agreement Phelps County Fair Grounds

Name of Renter: \_\_\_\_\_

Type of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell Number: (\_\_\_\_) \_\_\_\_\_

Check #: \_\_\_\_\_ Rental fee: \_\_\_\_\_ Deposit: \_\_\_\_\_

Utility fee: \_\_\_\_\_ Amount returned to renter: \_\_\_\_\_

## Available Facilities

Please indicate which facility you wish to rent:

Building #4 – *Inside restroom facilities, some food prep/cooking facilities.*

4 hours (*includes set up/ clean up*) \$50 plus \$50 deposit

More than 4 hours **\$300** per day plus **\$300** deposit

- Rental fee and deposit must be made with 2 separate checks and submitted with rental agreement form.
- A limited number of tables and chairs may be available and will be counted at rental and after event.
- Bathroom trash must be emptied after event along with all other trash in the building.
- No dumpsters are provided on fair grounds; renter must remove all refuse from the grounds.

*Set up time:* \_\_\_\_\_

*Event time:* \_\_\_\_\_

*End time for clean-up:* \_\_\_\_\_

(Fair Grounds use \_\_\_\_\_ # of tables; # \_\_\_\_\_ of chairs before rental)

(Fair Grounds use \_\_\_\_\_ # of tables; # \_\_\_\_\_ of chairs after rental.)

Pit area - Large grassy/dirt area with pavilion. **\$1700 (to include utilities)**. Proof of event insurance with Phelps County Fairgrounds listed as additional insured is required. **\$1700** deposit is required.

- Rental fee and deposit must be made with 2 separate checks and submitted with rental agreement form.
- Port-a-potties must be rented from company of renter's choice at renter's expense as there are no bathroom facilities in the Pit Area.
- No picnic tables, or tables and chairs are available for use in the Pit Area, renter must supply and remove own tables or chairs after event.
- Any damage to the grounds or existing structures in the pits will result in loss of deposit and may incur additional fee.
- All trash bins to be used in the pit must be supplied and emptied by the renter.
- No dumpsters are provided on fair grounds; renter agrees to remove all refuse from the grounds.
- Water availability in the pit May - October only.

Full Grounds (excludes Pit Area and Cook Shack) - **\$1700 (to include utilities)**. Proof of event insurance with Phelps County Fairgrounds as additional insured is required. A **\$1700** deposit is required.

- Rental fee and deposit must be made with 2 separate checks and submitted with rental agreement form.
- Any picnic tables moved must be returned to original location.
- While rental includes Building #4; no tables or chairs from building #4 are permitted for outside use.
- Bathroom trash must be emptied after event along with all other trash bins used by the renter or guests. Bathrooms must be cleaned after rental.
- No dumpsters are provided on fair grounds; renter agrees to remove all refuse from the grounds.
- Any damage to the grounds or existing structures will result in loss of deposit and may incur additional fee.

Barn area – overnight to board horse - \$12 per head per night May through October, excludes the week of the fair.

- Renter must remove animal waste from barns and place to a marked location.
- No electric available October through April.

Barn area – Livestock Committee approved events only - \$500.

- Renter must remove animal waste from barns and place to a marked location.
- Overnight RV spaces included in rental, however there is no dump station.
- Rental fee and deposit must be made with 2 separate checks and submitted with rental agreement form.
- No dumpsters are provided on fair grounds; renter agrees to remove all refuse from the grounds.
- Any damage to the grounds or existing structures will result in loss of deposit and may incur additional fee.

RV Space to include electric - **\$20** per night May through October, excludes the week of the fair. **These spaces are not near the barns.**

- There is no dump station.

**Tent Camping does not include electric - \$10 per night May through October in association with an event held on the fairgrounds, excludes the week of the fair.**

- **No open flames or fire pits.**

**Total: \$\_\_\_\_\_**

*By signing below, the renter acknowledges that he/she has read, agrees with, and will abide by the Phelps County Fair Grounds Rental Regulations; the renter agrees to abide by all other regulations of the city, county and state. Renter also agrees to be financially responsible for damages which exceed the deposit amount.*

Renter Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

For Reservations

To check availability or reserve fairgrounds property, please e-mail:  
phelpscofair@yahoo.com

Please read the regulations for renting the grounds. An agreement will be signed and the applicant/organization renting the grounds will abide by this agreement.

## **General Regulations for Rental of the Ground Facilities**

1. Separate checks for deposit and rental fee are due 30 days in advance or at the time of booking. A signed agreement must be returned with the fees. Contact Grounds Rental Chairman at (573) 364-6364 to arrange to have grounds unlocked.
2. Deposit will be returned within 2 weeks of the rental date if there are no damages and facilities are cleaned. A fair board member will check the facility after each use.
3. Alcoholic beverages are prohibited on the Fair Grounds property.
4. All rental groups are responsible for damages, breakages and/or loss of kitchen equipment, tables, chairs and other furnishings and will pay for replacement of any equipment or damages to the buildings.
5. The facilities are to be cleaned after rental by renter. Failure to clean up after event will result in loss of deposit.
6. No phone provided in rental spaces.
7. No smoking or tobacco products are allowed in the buildings.
8. The Phelps County Fair Board members will not be responsible or held liable for personal injury or theft of personal property.
9. The Phelps County Fair Grounds is operated by Phelps County Fair Board members. The Fair Board reserves the right to restrict use of the facilities in the best interest of the Phelps County Fair and reserves the right to cancel any reservation which it finds to be in conflict with the purpose of the Phelps County Fair Board.
10. The Fair Grounds Rental Committee retains the right to be on the premises at any time during your event.
11. A formal rental agreement form must be signed by the applicant or organization wishing to rent the grounds or building.
12. Reservations made and not kept for 2 consecutive dates may result in rental agreement being terminated by the Phelps County Fair Board.
13. Cancellations must be made 2 weeks in advance to receive full deposit and rental fee. Cancellations made less than a week before the scheduled event will receive a refund of the deposit and 50% of the rental fee.
14. Use of the grounds may be required by more than one group. However, attempts will be made to allow each group space as needed.
15. All trash must be bagged and removed from the building and grounds. There are no dumpsters available on the grounds.
16. All checks must be made out to Phelps County Fair. Drivers license number, birthdate, phone number must be written on all checks.

### **Deposit and Rental Fee**

Separate checks for the deposit and rental fee for all reservations should be sent 30 days in advance or at the time of booking. No credit cards are accepted. Please do not send cash. Checks should be made out to Phelps County Fair and mailed with a self-addressed-stamped-envelope. Drivers license number, birthdate, phone number must be written on all checks. Mail to Phelps County Fair-Rental P O Box 833, Rolla, MO 65402. After deposit is and rental fee is received, a confirmation will be mailed. The deposit is equal to rental fee.

### **Cancellation Policy**

Reservations must be cancelled 2 weeks before the reservation date. Cancellations made less than a week before the scheduled event will receive a refund of the deposit and 50% of the rental fee. No refunds are given for no-shows.