

Phelps County Fairgrounds Rental Agreement

Name: _____ Type of event: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Event Set Up Date: _____ Time: _____

Event Date: _____ Time: _____

Event time for clean-up: _____

Facility	Fee/day	Deposit	Check facility you wish to rent
Building #4 – 4 hours	\$100	\$100	
Building # 4 – all day	\$300	\$300	
Pit Area with whole grounds (excluding buildings and barns)	\$3500	\$3500	
Grounds including barn area (excluding Pit Area and Cook Shack)	\$1700	\$1700	
Overnight horse/cattle boarding/camping	\$12/head/night	NA	
Barn area with Midway Grass area for parking	\$1500	\$1500	
Full grounds with barn area including cookshack, buildings 1 & 4 and pavilions	\$4500	\$4500	
RV Camping (electric included)	\$25/night	NA	
Tent Camping (no electric)	\$15/night	NA	

*Rental fee and deposit must be made with 2 separate checks and submitted with rental agreement form.

**A limited number of tables, chairs and or picnic tables may be available for your use during your rental. They will be counted at rental and after the event. (see each facility's details for what is available with your desired rental.)

***All trash must be removed from the grounds by the renter. No dumpsters or trash removal are provided.

****Any damage to the grounds, buildings, equipment, chairs, tables or structures will result in loss of deposit and may incur additional fees.

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.

Name: _____ Date: _____

Signature: _____

Reservations: To check availability or reserve: please email phelpscofair@yahoo.com or call 573-364-6364.

Available Facilities:

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

- 4 hour rental: \$100 plus \$100 deposit
- All day rental: \$300 plus \$300 deposit

Pit Area with whole grounds (excluding Barns and buildings) – Large grassy/dirt area with pavilions, utilities included.

- ✓ \$3500/day plus \$3500 deposit
 - Proof of event insurance with Phelps County Fair listed as additional insured is required.
 - No picnic tables, or tables and chairs are available for use in the Pit Area. Renter must supply and remove own tables and/or chairs after event.
 - All trash bins must be supplied and emptied by the renter.
 - Water availability in the Pit Area is May-September only.

Grounds (excludes Pit Area, Cook Shack and Barn Area) – Large grassy area with pavilions, utilities included.

- ✓ \$1700/day plus \$1700 deposit
 - Any picnic tables moved must be returned to original location.
 - Bathrooms must be cleaned, including trash, after rental.

Barn Area – overnight horse/large animal/small animal boarding

- ✓ \$12 per head per night
 - Renter must remove animal waste from barns and place in marked location.
 - Water and Electric available May – September only. No water or electric October – April.

Barn Area – four barns and the surrounding grassy area and midway grass area for parking. Events must be approved by the livestock chairs.

- ✓ \$1500/day plus \$1500 deposit
 - Renter must remove animal waste from barns to marked location.
 - Overnight RV spaces are included in rental, however, there is no dump station.

Full Fairgrounds – Includes Pit Area, Cook Shack, Buildings 1 & 4, and pavilions, utilities included.

- ✓ \$4500/day plus \$4500 deposit

RV Space – Includes electric, these spaces are not near the barns.

- ✓ \$25/night
 - Available May – September
 - There is no dump station.
 - No open flames.

Tent camping – organizations only. Please call for details.

Phelps County Fair Grounds Rental Regulations

1. To book the fairgrounds, a signed agreement, separate checks for deposit and rental fee and any applicable rental insurance forms are due 30 days in advance or at the time of booking.
2. Deposit will be returned within two 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 fairgrounds property.
4. All rental groups and individuals 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 the renter. Failure to clean up after event will result in loss of deposit.
6. No phone is provided in rental space.
7. No smoking, vaping 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 Board and reserves the right to cancel any reservation which it conflicts 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. Reservations made and not kept for two consecutive dates may result in rental agreement being terminated by the Phelps County Fair Board.
12. Use of the grounds may be required by more than one group at the same time. However, attempts will be made to allow each group space, as needed.
13. All trash must be removed from the buildings and grounds. There are no dumpsters available on the grounds.

What do you need to send to secure your rental?

- ✓ Signed agreement
- ✓ Rental fee and deposit fee
 - Must be two separate checks
 - All checks must be made out to Phelps County Fair. Please include: drivers license number, birthdate, and phone number. Credit cards are not accepted. Please do not send cash.
- ✓ Certificate of insurance with Phelps County Fair as additional insured and proof of substantial insurance may be required.

Cancellation Policy

Cancellations must be made two 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. No refunds are given for no-shows.

