

**TO RESERVE ON LINE PLEASE FOLLOW THE DIRECTIONS BELOW:**

1. Read the Contract thoroughly
2. Contact the office to confirm requested Event date  
(by email at [slofink@goshencounty.org](mailto:slofink@goshencounty.org) or Office 307-532-2525)
3. Upon approval of event date an Invoice will be email to you for your deposit.
4. Date is officially reserved with:  
Return of completed contract and deposit paid in full.
5. Management will then reserve time on the online calendar

**THANK YOU!!!**

# RENDEZVOUS CENTER BRAND ROOM RENTAL AGREEMENT

4740 US HWY 26-85 \* TORRINGTON, WY \* 82240 \* 307-532-2525 \* Fax 307-532-7812

**SUBMIT DEPOSIT, RENTAL AGREEMENT & SIGNATURE PAGE TO RESERVE DATE**

## APPLICANT INFORMATION

Organization: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

## EVENT INFORMATION

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_

EVENT DESCRIPTION

## DEPOSIT

DEPOSIT IS DUE IN FULL WITH COMPLETE RENTAL AGREEMENT & SIGNATURE PAGE

RESERVATION DEPOSIT: Minimum \$50 SECURES CALENDAR DATE-NON REFUNDABLE

DAMAGE DEPOSIT: Minimum \$50

**TOTAL DEPOSIT FEE:** \_\_\_\_\_

- Cancellations made more than 60 days prior to event - deposit refundable
- Cancellations made less than 60 days prior to event - deposit nonrefundable
- Cancellation of event by GC Fair Association - deposit may be refundable
- Damage Free event - deposit refundable
- Breach of contract - deposit nonrefundable

## RATES

Subject to change at a maximum rate of 25%

\_\_\_\_\_ \$100/DAY MAXIMUM 8 HOURS

\_\_\_\_\_ \$50/DAY PARTIAL DAY

\_\_\_\_\_ HOLIDAY RATES ARE DOUBLE

\_\_\_\_\_ TOTAL AMOUNT DUE

Total amount due must be paid in full prior to use date , unless other arrangements have been made.

## **POLICY, TERMS & CONDITIONS**

- Disrespectful behavior will NOT be tolerated and violators will be removed.
- Obey and respect all signage.
- No dogs allowed in the building unless dog is participating in the approved event.
- No smoking allowed in the building or in the doorway and entry ways of building.
- Supervise all children as any damages that occur will be at your expense
- All Food-Alcohol Vendors/Caterers are required to obtain necessary permits.
- All damages/repairs to premises associated with your event will be the financial responsibility of the renter. Litigation will take place if necessary.
- **DO NOT PROP DOORS OPEN WITH OBJECTS**

## **AGREEMENT TO INDEMNIFY, RELEASE AND HOLD HARMLESS**

IN CONSIDERATION OF THE TEMPORARY USE OF THE FACILITY AND PREMISES KNOWN AS THE GOSHEN COUNTY FAIR GROUNDS AND PAVILION, THE UNDERSIGNED, EITHER INDIVIDUALLY AND/OR ON BEHALF OF THE BUSINESS, ORGANIZATION, ASSOCIATION, GROUP OR CLUB, THE INDIVIDUAL AUTHORIZED TO REPRESENT, AGREES TO INDEMNIFY, RELEASE AND HOLD HARMLESS GOSHEN COUNTY, GOSHEN COUNTY FAIR BOARD, GOSHEN COUNTY COMMISSIONERS, THEIR EMPLOYEES, AGENTS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS, INJURIES, DAMAGES, DEMANDS OR CAUSES OF ACTION INCLUDING NEGLIGENCE, THAT THE UNDERSIGNED OF UNDERSIGNED GUESTS, INVITEE, PARTICIPANTS, AGENTS, EMPLOYEES, HEIRS, SUCCESSORS AND ASSIGNS MAY HAVE NOW, OR HEREAFTER, WHICH ARISE FROM THE USE AND ENJOYMENT OF THE FACILITY AND PREMISES.

## **SET UP AND CLEAN UP POLICY**

- Renter is charge of own set up and clean up
- Wipe down all equipment
- Take out all trash
- If you used it, clean it and return to original location
- Clean up after yourself

## **POST EVENT**

- At the completion of your event, return keys to the drop box at office door.
- GC Fair Association will assess damages post event.
- Refundable deposits will be processed maximum 10 days post event and available for pick up or mail at renter's request.

## **INSURANCE**

If selected in the Provision Section; Special Event Insurance is **REQUIRED** for your event. The Insurance must provide and maintain public liability and personal property damage insurance naming the Goshen County Fair Association as the additional said insured on the policy. Policy shall have a single liability of not less than \$1,000,000 and general aggregate liability of not less than \$2,000,000.

**SIGNATURE PAGE**

**BY INITIALING BELOW, I AGREE THAT I HAVE READ & UNDERSTAND THE SPECIFIED SECTIONS OF THIS CONTRACT.**

- \_\_\_\_\_ APPLICANT SECTION
- \_\_\_\_\_ EVENT INFORMATION SECTION
- \_\_\_\_\_ DEPOSIT & CANCELLATION POLICY
- \_\_\_\_\_ RATES
- \_\_\_\_\_ POLICY, TERMS & CONDITIONS
- \_\_\_\_\_ AGREEMENT TO INDEMNIFY, RELEASE & HOLD HARMLESS
- \_\_\_\_\_ SET UP / CLEAN UP
- \_\_\_\_\_ POST EVENT
- \_\_\_\_\_ INSURANCE
- \_\_\_\_\_ PENALTIES / DAMAMGES

- \_\_\_\_\_ \$100 FINE PER DAMAGED CEILING PANEL
- \_\_\_\_\_ \$300 FINE PER DAMAGED TABLE
- \_\_\_\_\_ \$300 FINE ROOM NOT CLEAN
- \_\_\_\_\_ \$500 FINE PER INCIDENT SMOKING IN BUILDINGS
- \_\_\_\_\_ \$500 FINE DAMAGE TO WALLS
- \_\_\_\_\_ \$500 FINE LIGHTS LEFT ON
- \_\_\_\_\_ \$1000 FINE DOOR/S PROPPED OPEN WITH OBSTACLES
- \_\_\_\_\_ TBD OTHER NOT LISTED

**MY SIGNATURE BELOW VERIFIES THAT I AGREE, UNDERSTAND AND PROMISE TO ADHERE TO ALL ASPECTS OF THIS CONTRACT.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

REPRESENTATIVE OF: \_\_\_\_\_