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 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!!!
**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

**EVENT INFORMATION**

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT DATE: Day 1</td>
<td></td>
</tr>
<tr>
<td>EVENT START TIME:</td>
<td></td>
</tr>
<tr>
<td>EVENT DATE: Day 2</td>
<td></td>
</tr>
<tr>
<td>EVENT START TIME:</td>
<td></td>
</tr>
<tr>
<td>EVENT DATE: Day 3</td>
<td></td>
</tr>
<tr>
<td>EVENT START TIME:</td>
<td></td>
</tr>
</tbody>
</table>

**EVENT DESCRIPTION**

________________________________________________________________________

<table>
<thead>
<tr>
<th>Set up Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td></td>
</tr>
</tbody>
</table>

**SPECTATOR EVENT**

<table>
<thead>
<tr>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTIMATED NUMBER TO ATTEND</td>
</tr>
</tbody>
</table>

**ADMISSION FEES**

<table>
<thead>
<tr>
<th>Adult</th>
<th>Sr.</th>
<th>Student</th>
<th>Child</th>
</tr>
</thead>
</table>

**DEPOSIT**

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

- RESERVATION DEPOSIT: Minimum $500 SECURES CALENDAR DATE-NON-REFUNDABLE
- DAMAGE DEPOSIT: Minimum $500

**TOTAL DEPOSIT FEE:**

- Cancellations made more than 120 days prior to event - deposit refundable
- Cancellations made less than 120 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 anytime at a maximum rate of 25%

____ $600/DAY  HORSE SHOW RATE
____ $600/DAY  SPEED EVENT RATE
____ $800/DAY  MOTOR SPORT RATE
____ $800/DAY  TIMED EVENT/ROUGH STOCK EVENT RATE
____ $1000/DAY  RODEO RATE
____ $500/DAY  ADD ON FOR TICKETED EVENTS
____ $100/DAY  STAFF ON CALL - HOLIDAYS ARE DOUBLE
____ $200/DAY  STAFF ON LOCATION - HOLIDAYS ARE DOUBLE
____ $300/DAY  PANEL SET UP
____ $300/DAY  PANEL TEAR DOWN
____ $500/DAY  SPECTATOR COMFORT-INCREASE HEAT
____ $200  GROUNDS CLEAN UP - INCLUDES TRAILER PENNING AREA
____ $500/DAY  OCCUPANCY RATE-SET UP DAY PRIOR TO EVENT
____ $15/NIGHT  STALL/PEN/PANEL TO TRAILER - YOU HANDLE DETAILS
____ $20/NIGHT  RV HOOK UPS - YOU Handle DETAILS

____ TOTAL DUE  Total amount due must be paid in full 30 days prior to Event date

(Unless other arrangements have been made.)

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 OR 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.
PROVISIONS

_____ PRINTED NAME OF AMBULANCE______________________________________
TELEPHONE OF AMBULANCE______________________________________

_____ SPECIAL EVENT LIABILITY INSURANCE * SEE INSURANCE SECTION

_____ PRINTED NAME OF ANNOUNCER _______________________________________
TELEPHONE OF ANNOUNCER _______________________________________
▪ All music played must be family friendly and facility appropriate.
▪ All bands and musicians must provide their own sound equipment.

_____ PRINTED NAME OF CLEAN UP CREW ___________________________________
TELEPHONE OF CLEAN UP CREW _______________________________________
▪ Scoop roping chutes
▪ Pick up trash in the entire building; including bleachers and rest rooms.
▪ Place all trash in disposal receptacle outside on the south end of the Pavilion.

_____ PRINTED NAME OF SECURITY _________________________________________
TELEPHONE OF SECURITY _______________________________________________
▪ Police the event and report underage drinking.
▪ Do not allow spectators along arena fence or in the arena.

_____ PRINTED NAME OF CONCESSION _______________________________________
TELEPHONE OF CONCESSION _____________________________________________
▪ Must obtain a Food Permit by calling 307-837-2746
▪ Provide copy to the Fair Grounds.
▪ Must leave concession clean and maintain trash in concession area.
▪ Must provide own lock for concession room.
▪ Grilling indoors is prohibited.

_____ PRINTED NAME OF LIQUOR VENDOR ____________________________________
TELEPHONE OF VENDOR _________________________________________________
▪ The sale of alcohol on premises requires a licensed vendor with a valid catering permit.
▪ Must obtain necessary permit from the Goshen County Clerk’s Office.
▪ Clerk’s office will supply copy to Fair Grounds.
▪ No glass bottles for malt beverages allowed.
▪ Goshen County Fair Association has first right of refusal on all alcohol sales.
▪ Must enforce legal drinking age requirements and can refuse service to anyone.

_____ TICKET TAKERS See attachment for Wagon Wheel Club Passes.

WEST ENTRANCE _____ Tables _____ Chairs
SOUTH END of BLEACHERS _____ Tables _____ Chairs
NORTH END of BLEACHERS _____ Tables _____ Chairs

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.
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
____  AGREEMENT TO INDEMNIFY, RELEASE & HOLD HARMLESS
____  PROVISIONS
____  INSURANCE
____  POLICY, TERMS & CONDITIONS
____  POST EVENT
____  SET UP / CLEAN UP
____  PENALTIES / DAMAGES
____  STALL/PENNING PROVISION
____  CONCESSIONS
____  WAGON WHEEL CLUB TICKETING PROCEDURE

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

DATE: ____________________________________________________

SIGNATURE: ________________________________________________

PRINTED NAME: ______________________________________________

REPRESENTATIVE OF: __________________________________________
POLICY TERMS & CONDITIONS

- Disrespectful behavior will NOT be tolerated and violators will be removed.
- For all parking issues contact the Goshen County Sheriff’s Dept. at 307-532-4026.
- 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.
- As a Bonus to you, the Digital Message Center is a tool used by the Fair Grounds to notify the public of activity at the Fair Grounds; however due to its limitations it should not be considered advertising for your event.
- All Food Vendors are required to obtain necessary permits. Indoor grilling is prohibited.
- All Alcohol Vendors are required to obtain necessary permits. No beverages may be sold in glass bottles.
- All rough stock and motorized vehicle events must have ambulance present.
- All damages/repairs to premises associated with your event will be the financial responsibility of the renter. Litigation will take place if necessary.
- Events requiring “rake time” will be billed additional fees for those services. Other methods of altering ground conditions are not permitted.
- Goshen County Fair Association staff only will operate facility owned equipment.
- Additional event specific materials needed for an event will be at the renter’s expense. Any of those materials deemed reusable by the Fair Association will be compensated at the discretion of the management.
- All events/activities inviting or charging spectators to attend are required to have Special Liability Insurance naming Goshen County Fair Association as additional insured. Refer to Insurance/Liability section.
- Spectators are NOT allowed in the arena or staging areas of the building.
- Spectator seating NOT allowed in arena during rough stock events.
- All music played will be family friendly.
- No horses tied to trailers allowed in parking lots overnight.
- DO NOT PROP OPEN DOORS OR GATES WITH OBSTACLES

POST EVENT

- Return keys to a staff member at the completion of your event.
- 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.
SET UP AND CLEAN UP POLICY

SET UP:
- Renter is in charge of own set up
- Renter may hire outside source to set up and pay directly
- Contact person on contract will be given set of keys needed for event
- Contact person will be given on call number
- On call number is for maintenance Emergencies ONLY
- Please do not use On Call number for event questions
- If you have an EMERGENCY call 911
- EVENT SPONSOR BANNERS MAY BE DISPLAYED IN DESGINATED AREA ONLY & WILL BE REMOVED IF CONTRACT IS VIOLATED
  POST ON THE WEST SIDE OF THE BLEACHERS
  DO NOT COVER ANY EXISITNG BANNERS

CLEAN UP:
- Renter is charge of own clean up
- Concessionaire is in charge of concession clean up
- Alcohol Vendor is in charge of bar clean up
- Renter cleans/scoops all chutes used
- Renter puts away all panels, etc. used
- Renter puts away all tables, chairs, etc.
  (Must be put away how they were found or $300 fine)
- Renter picks up all trash from bleachers, arena, pens, etc.
- Renter takes out all trash
- Renter picks up trash from parking lots
- Fair Grounds cleans flooring, rest rooms & corrals

PENALTIES/DAMAGES

$100 FINE  PER DAMAGED PANEL
$100 FINE  ROPING CHUTE NOT SCOOPED
$200 FINE  PER INCIDENT  SMOKING or DOG IN BUILDINGS
$300 FINE  TRASH NOT PICKED UP IN BUILDING AND USED AREA
$300 FINE  PER DAMAGED TABLE/CHAIRS
$300 FINE  DAMAGE TO WALLS
$300 FINE  CONCESSION NOT CLEAN
$500 FINE  PER DOOR LEFT OPEN
$500 FINE  LIGHTS LEFT ON
$1000 FINE PER DOOR/GATE PROPPED OPEN
TBD    OTHERS NOT LISTED
RENTER AGREES TO PAY GCFA $15 PER NIGHT PER STALL / PEN / PEN TO TRAILER
RENTER AGREES TO PAY GCFA $20 PER NIGHT PER HOOK UP
RENTER CAN CHARGE THEIR CUSTOMER RATE AMOUNT OF THEIR CHOICE
RENTER IS IN CHARGE OF ALL RENTAL & COLLECTION DETAIL
RENTER AGREES TO SUBMIT THIS FORM WITHIN 48 HOURS POST EVENT

NIGHT ONE
____ STALLS _____ PENS _____ PANEL TO TRAILER _____ HOOK UPS

NIGHT TWO
____ STALLS _____ PENS _____ PANEL TO TRAILER _____ HOOK UPS

NIGHT THREE
____ STALLS _____ PENS _____ PANEL TO TRAILER _____ HOOK UPS

NIGHT FOUR
____ STALLS _____ PENS _____ PANEL TO TRAILER _____ HOOK UPS

TOTAL
____ STALLS _____ PENS _____ PANEL TO TRAILER _____ HOOK UPS

TOTAL x $15.00    TOTAL x $20.00    GRAND TOTAL

_______    +    __________    =    __________

STALLS/PENS    HOOK UPS

BY SIGNING BELOW, I AGREE TO THE ABOVE DETAILS

DATE: __________ SIGNATURE: __________________________________________

CONCESSIONS

▪ Must obtain a Food Permit from 307-837-2746
▪ Provide copy to the Fair Grounds.
▪ Must leave concession clean.
▪ Must maintain trash in concession area.
▪ Must provide own lock for concession room.
▪ For your protection, also lock all windows.
▪ **Grilling indoors is prohibited.**

BY SIGNING BELOW, I AGREE TO THE ABOVE CONCESSION POLICY

Signature of Renter

DATE: __________ SIGNATURE: __________________________________________

Signature of Concessionaire

DATE: __________ SIGNATURE: __________________________________________
SPECTATOR EVENTS ONLY

You may receive passes like this:

- This pass entitles one person admission free to your event
- Please have ticket takers punch card in a designated area specific to your event to ensure card is only used ONCE per performance.
- Please have ticket takers tally number of passes received
- Complete and return this form in order to be reimbursed for passes
- Form MUST be mailed and received by the office before payment will be processed.

Send completed form to:
GCFG, 4740 US HWY 26-85, Torrington, WY 82240
OR
slofink@goshencounty.org

Thank you 😊

TOTAL# of Passes Received

Cost per Ticket at the Door

TOTAL