

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!!!

GOSHEN COUNTY PAVILION 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: Day 1 _____ EVENT START TIME: _____

EVENT DATE: Day 2 _____ EVENT START TIME: _____

EVENT DATE: Day 3 _____ EVENT START TIME: _____

EVENT DESCRIPTION

Set up Date: ____/____/____ Time: ____:____ am / pm

SPECTATOR EVENT YES / NO ESTIMATED NUMBER TO ATTEND

ADMISSION FEES Adult ____ Sr. ____ Student ____ Child ____

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 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.

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 CLEANUP 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.

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
- _____ AGREEMENT TO INDEMNIFY, RELEASE & HOLD HARMLESS
- _____ PROVISIONS
- _____ INSURANCE
- _____ POLICY, TERMS & CONDITIONS
- _____ POST EVENT
- _____ SET UP / CLEAN UP
- _____ PENALTIES / DAMAMGES
- _____ 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 DESIGNATED AREA ONLY & WILL BE REMOVED IF CONTRACT IS VIOLATED**
- **POST ON THE WEST SIDE OF THE BLEACHERS**
- **DO NOT COVER ANY EXISTING 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

STALLS * UNCOVERED PENS * PENS TO TRAILERS * HOOK UPS

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

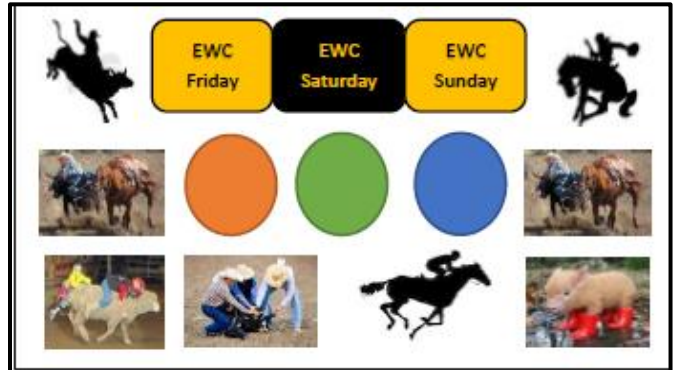
DATE: _____ **SIGNATURE:** _____

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
