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 rental agreement, signature page and deposit paid in full.

THANK YOU!!!
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   FAMILY EVENT   YES / NO

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%

<table>
<thead>
<tr>
<th>Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>CULTURAL EVENT Any concert/show relative to The Arts Admission Free and open to the general public</td>
</tr>
<tr>
<td>$800</td>
<td>COMMUNITY EVENT UNDER 200 PEOPLE</td>
</tr>
<tr>
<td>$1000</td>
<td>COMMUNITY EVENT 200 - 500 PEOPLE</td>
</tr>
<tr>
<td>$1200</td>
<td>COMMUNITY EVENT 500 + PEOPLE</td>
</tr>
<tr>
<td>$500</td>
<td>FUNERAL/MEMORIAL</td>
</tr>
<tr>
<td>$1500</td>
<td>RECEPTION/PRIVATE PARTY UNDER 400 PEOPLE</td>
</tr>
<tr>
<td>$2000</td>
<td>RECEPTION/PRIVATE PARTY OVER 400 PEOPLE</td>
</tr>
<tr>
<td>$200/DAY</td>
<td>ADDITIONAL SET UP DAY</td>
</tr>
<tr>
<td>$500</td>
<td>HOLIDAY RATES ARE DOUBLE</td>
</tr>
</tbody>
</table>

**TOTAL DUE**

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

(Unless other arrangements have been made.)

### PROVISIONS

<table>
<thead>
<tr>
<th>Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINTED NAME OF AMBULANCE ____________________________________________</td>
</tr>
<tr>
<td>TELEPHONE OF AMBULANCE _______________________________________________</td>
</tr>
<tr>
<td>Special Event Liability Insurance * See Insurance Section</td>
</tr>
<tr>
<td>PRINTED NAME OF EMCEE ________________________________________________</td>
</tr>
<tr>
<td>▪ All music played must be family friendly and facility appropriate.</td>
</tr>
<tr>
<td>▪ All bands and musicians must provide their own sound equipment.</td>
</tr>
<tr>
<td>PRINTED NAME OF SECURITY ____________________________________________</td>
</tr>
<tr>
<td>TELEPHONE OF SECURITY _______________________________________________</td>
</tr>
<tr>
<td>▪ Police the event and report underage drinking.</td>
</tr>
<tr>
<td>PRINTED NAME OF CATERER ____________________________________________</td>
</tr>
<tr>
<td>TELEPHONE OF CATERER ________________________________________________</td>
</tr>
<tr>
<td>▪ Must obtain a Food Permit; please call 307-837-2746</td>
</tr>
<tr>
<td>▪ Provide copy to the Fair Grounds.</td>
</tr>
<tr>
<td>▪ Cleaning of kitchen is Caterer’s responsibility</td>
</tr>
<tr>
<td>PRINTED NAME OF LIQUOR VENDOR ________________________________________</td>
</tr>
<tr>
<td>TELEPHONE OF VENDOR ________________________________________________</td>
</tr>
<tr>
<td>▪ The sale of alcohol on premises requires a licensed vendor with a valid license.</td>
</tr>
<tr>
<td>▪ Must obtain necessary permit from the Goshen County Clerk’s Office.</td>
</tr>
<tr>
<td>▪ Clerk’s office will supply copy to Fair Grounds.</td>
</tr>
<tr>
<td>▪ Goshen County Fair Association has first right of refusal on all alcohol sales.</td>
</tr>
<tr>
<td>▪ Must enforce legal drinking age requirements and can refuse service to anyone.</td>
</tr>
</tbody>
</table>
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, 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 GUEST, 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.

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

DATE: 

SIGNATURE: 

PRINTED NAME: 

REPRESENTATIVE OF: 

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

___ PROVISIONS

___ INSURANCE

___ POLICY, TERMS & CONDITIONS

___ SET UP / CLEAN UP

___ PENALTIES / DAMAMGES

___ POST EVENT

___ AGREEMENT TO INDEMNIFY, RELEASE & HOLD HARMLESS
**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.

**POLICY, TERMS & CONDITIONS**

- **DO NOT PROP DOORS OPEN**
- **SECURITY & LOCKING/UNLOCKING OF THE BUILDNG IS RENTERS RESPONSIBILITY**
  - This includes all event deliveries (alcohol/soda/food/linen etc.)
  - 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
  - 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, it should not be considered advertising for your event.
  - 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.
  - NO nails, screws, large staples, etc. in walls, stage or bulletin boards.
  - Command Products are recommended as they are easily removed with minimal if any damage.

**SET UP AND CLEAN UP POLICY**

*Share this information with food/beverage caterers*

- Renter is in charge of their own set up & clean up (including parking lots)
- Renter may hire outside source to set/clean up their portion and pay directly
- Contact person on contract will be given set of keys to lock & unlock for event
- Contact person will be given on call number. Number is for Maintenance Emergencies ONLY, not event questions.
- Caterer is in charge of kitchen clean up
- Alcohol Vendor is in charge of bar clean up
- Renter wipes down & puts away all tables, chairs, podium, dividers, etc. (Must be put away how they were found or $300 fine)
- Renter takes all trash to dumpsters outside the kitchen doors
- In case of inclement weather, please place trash along the building under the awning of the kitchen
- Renter removes ALL ceiling decorations
- **MUST BE CLEANED UP AND OUT OF THE BUILDING BY 2:00 AM**

**FAIR GROUNDS CLEANS FLOORING, REST ROOMS & ENTRY WAYS**

**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.
THE RENDEZVOUS CENTER

* **Brand Room** is 25’ X 50’ and can handle a variety of activities during your event. Great for gifts, registration, changing room, coats, day care, storage, vendor area, & cashier area just to name a few.

* **THE BUFFALO ROOM** is 85’x 125’*
100 - rectangular tables- 30” wide by 8’ long * off white in color
60 - 60” round tables * off white in color * 4 -72” round tables * 585 black chairs
6 - 8’ by 20’ room dividers * grey in color* light weight & easy to use

* **COMERCIAL KITCHEN** is equipped with:
  4 gas ovens with 4 commercial size burners
  6 alto sham holding ovens
  Commercial dishwasher
  Walk in cooler
  Ample stainless steel counter and work space & sinks

* **COMERCIAL KITCHEN** is equipped with:
  6’ grill top
  2 electric ovens; each with 4 electric burners,
  Commercial mixer
  Large side by side freezer

* **PLATTE RIVER TAVERN** is adjacent to the Buffalo room and contains a commercial ice machine, a fountain soda bar and counter space with two sinks. Ice is available.
Please call Torrington Beverage at 307-532-5828 to make arrangements for the soda machine.

2 steam tables; **DO NOT** plug into the same outlet
Liners are not provided.
Disposable foil liners work and are easier for you.
Double them for superior strength.

600 basic place settings are bisque in color
Salt & pepper shakers, creamers, sugar shakers
Water pitchers and coffee carafes
2-50 cup coffee pots
3-100 cup coffee pots

Dish soap, hand towels, cooking supplies & serving utensils are NOT provided
All other cleaning supplies, including trash can liners,
are located in the janitorial room in the south east corner of the kitchen.
Please ring out and hang up mops to prevent mildew & odor.