

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!!!

GOSHEN COUNTY RENDEZVOUS CENTER 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 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%

_____	\$500	CULTURAL EVENT	
		Any concert/show relative to The Arts	
		Admission Free and open to the general public	
_____	\$800	COMMUNITY EVENT	UNDER 200 PEOPLE
_____	\$1000	COMMUNITY EVENT	200 - 500 PEOPLE
_____	\$1200	COMMUNITY EVENT	500 + PEOPLE
_____	\$500	FUNERAL/MEMORIAL	
_____	\$1500	RECEPTION/PRIVATE PARTY	UNDER 400 PEOPLE
_____	\$2000	RECEPTION/PRIVATE PARTY	OVER 400 PEOPLE
_____	\$200/DAY	ADDITIONAL SET UP DAY	
_____		HOLIDAY RATES ARE DOUBLE	
_____	TOTAL DUE	Total amount due must be paid in full 30 days prior to Event date	
		(Unless other arrangements have been made.)	

PROVISIONS

_____ PRINTED NAME OF AMBULANCE _____
TELEPHONE OF AMBULANCE _____

_____ SPECIAL EVENT LIABILITY INSURANCE * SEE INSURANCE SECTION

_____ PRINTED NAME OF EMCEE _____

- All music played must be family friendly and facility appropriate.
- All bands and musicians must provide their own sound equipment.

_____ PRINTED NAME OF SECURITY _____
TELEPHONE OF SECURITY _____

- Police the event and report underage drinking.

_____ PRINTED NAME OF CATERER _____
TELEPHONE OF CATERER _____

- Must obtain a Food Permit; please call 307-837-2746
- Provide copy to the Fair Grounds.
- Cleaning of kitchen is Caterer's responsibility

_____ PRINTED NAME OF LIQUOR VENDOR _____
TELEPHONE OF VENDOR _____

- The sale of alcohol on premises requires a licensed vendor with a valid license.
- Must obtain necessary permit from the Goshen County Clerk's Office.
- Clerk's office will supply copy to Fair Grounds.
- 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.

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
- _____ PROVISIONS
- _____ INSURANCE
- _____ POLICY, TERMS & CONDITIONS
- _____ SET UP / CLEAN UP
- _____ PENALTIES / DAMAGES
- _____ POST EVENT
- _____ AGREEMENT TO INDEMNIFY, RELEASE & HOLD HARMLESS

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 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.

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

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

REPRESENTATIVE OF: _____

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 BUILDING 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.

PENALTIES/DAMAGES

\$100 FINE	PER DAMAGED CEILING PANEL
\$100 FINE	PER DAMAGED CHAIR
\$300 FINE	PER DAMAGED TABLE
\$500 FINE	PER INCIDENT SMOKING IN BUILDINGS
\$500 FINE	DAMAGE TO WALLS
\$500 FINE	KITCHEN NOT CLEAN
\$500 FINE	BUILDING NOT CLEAN
\$500 FINE	LIGHTS LEFT ON
\$500 FINE	TABLE/CHAIRS NOT PUT IN STOREROOM ORDERLY
\$1000 FINE	DOORS PROPPED OPEN WITH OBSTACLES
\$1000 FINE	DOORS LEFT OPEN
TBD	OTHER NOT LISTED

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

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.