

# GOSHEN COUNTY PAVILION EVENT RENTAL CONTRACT

4740 US HWY 26-85 \* TORRINGTON, WY \* 82240 \* 307-532-2525  
[slofink@goshencounty.org](mailto:slofink@goshencounty.org) \* TEXT ONLY 307-575-2943

## TO RESERVE PAVILION:

1. Read the Contract thoroughly.
2. Contact the office to confirm requested Event date \* (See contact info above).
3. **Upon approval** of event date; return the completed contract with deposit paid in full.

This can be done multiple ways:

Option 1: Email signed and completed contract pages 2- 4.

Make arrangements to pay with credit card by phone or invoice.

Option 2: Mail signed and completed contract pages 2- 4 with check for deposit to the above listed address.

Option 3: Office can generate and email invoice and payment can be made via PayPal.

Event date is officially reserved ONLY after the completion of the above.

If applicable; POST EVENT:

Page 7

Please submit completed form with payment within 5 business days post event.

Page 8

Please submit completed form within 5 business days post event and a check will be mailed to the address on the contract.

Pages 7 & 8 are separate transactions. Do not offset totals.

**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

ADMISSION FEES Adult \_\_\_\_ Sr. \_\_\_\_ Student \_\_\_\_ Child \_\_\_\_

Printed Name of Ambulance: \_\_\_\_\_

Printed Name of Concessionaire: \_\_\_\_\_

Printed Name of Liquor Vendor: \_\_\_\_\_

Printed Name of Security: \_\_\_\_\_

**DEPOSIT AND CANCELLATION PROVISIONS:**

- DEPOSIT IS DUE IN FULL WITH COMPLETE RENTAL AGREEMENT.
- EVENT DEPOSIT: MINIMUM \$600
- MOTOR SPORT EVENT DEPOSIT: MINIMUM \$1000
- ALL TICKETED EVENTS ADD ADDITIONAL \$500

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

- Cancellations made more than 90 days prior to Event Date - Deposit refundable.
- Cancellations made less than 90 days prior to Event Date - Deposit nonrefundable.
- Cancellation of Event Date by Goshen County Fair Board - Deposit may be refundable.
- Breach of contract - Deposit nonrefundable.

**EVENT RATES:**

**FOR LIABILITY PURPOSES ALL RENTERS WILL DO THEIR OWN SET UP, TEAR DOWN AND CLEAN UP**

\_\_\_\_\_ \$600/DAY    EVENT SPECIAL                    6 HOURS of YOUR CHOICE

- Includes tractor and driver
- You may remain in the building to finish payout, clean up, etc.
- Riding arena must be clear by your 5<sup>th</sup> hour in order for ground to be worked for the next renter.
- 50% of unused rentable barn time may be returned in the form of credit.

\_\_\_\_\_ \$800/DAY    EVENT DAY RATE – Does not include tractor/driver

\_\_\_\_\_ \$1200/DAY    RODEO RATE

\_\_\_\_\_ \$250/DAY    STAFF ON CALL - HOLIDAYS DOUBLE \$500/DAY

\_\_\_\_\_ \$500/DAY    SPECTATOR COMFORT-INCREASE HEAT

\_\_\_\_\_ \$200                GROUNDS CLEAN UP - INCLUDES TRAILER PENNING AREA

\_\_\_\_\_ \$500/DAY    SET UP DAY PRIOR TO EVENT

\_\_\_\_\_ \$15/NIGHT    STALL/PEN/PANEL TO TRAILER - YOU HANDLE DETAILS

\_\_\_\_\_ \$25/NIGHT    RV HOOK UPS - YOU HANDLE DETAILS

\_\_\_\_\_ **TOTAL RATE FEE**    Total amount due must be paid in full 30 days prior to Event  
(Unless other arrangements have been made with Fair Board)

\_\_\_\_\_ **TOTAL AMOUNT DUE**    (Total Deposit fee + Total Rate fee)

**Additional Fees may be due and payable after the Event; see pages 7 & 8**

**GOSHEN COUNTY FAIR BOARD REVIEW:**

Reviewed by the Goshen County Fair Board on \_\_\_\_\_ (date). \_\_\_\_\_

Approved by the Goshen County Fair Board on \_\_\_\_\_ (date). \_\_\_\_\_

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

IN CONSIDERATION OF THE RENTAL AND 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 WHOSE NAME APPEARS AS APPLICANT ON THIS CONTRACT, AGREES TO INDEMNIFY, RELEASE, AND HOLD HARMLESS GOSHEN COUNTY, GOSHEN COUNTY FAIR BOARD, GOSHEN COUNTY COMMISSIONERS, AND THEIR RESPECTIVE EMPLOYEES, BOARD MEMBERS, AGENTS, SUCCESSORS, AND ASSIGNS OF EACH SUCH GOVERNMENTAL ENTITY FROM ANY AND ALL LIABILITY, LOSS, CLAIMS, INJURIES, DAMAGES, DEMANDS, OR CAUSES OF ACTION, COSTS, AND EXPENSES OF ANY NATURE INCLUDING ATTORNEY FEES AND COURT COSTS INCURRED OR GROWING OUT OF ANY PERSONAL INJURY, DEATH OF PERSON(S), OR THE LOSS OR DESTRUCTION OF PROPERTY, UNLESS CAUSED BY THE SOLE AND DIRECT GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY PERSON OR ENTITY SO INDEMNIFIED. THIS INDEMNIFICATION, RELEASE AND HOLD HARMLESS INCLUDES NEGLIGENCE THAT THE UNDERSIGNED OR THE UNDERSIGNED'S GUESTS, INVITEES, PARTICIPANTS, AGENTS, EMPLOYEES, HEIRS, SUCCESSORS, AND ASSIGNS HAVE, OR MAY HAVE NOW OR HEREAFTER CAUSED OR CONTRIBUTED TO WHICH ARISE FROM THE RENTAL, USE, AND/OR ENJOYMENT OF THE FACILITY AND PREMISES.

**INSURANCE: For Spectator Events Only**

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 Board, its board members, employees, agents as the additional said insured on the policy for this event. Policy shall have a single liability of not less than \$1,000,000 and general aggregate liability of not less than \$2,000,000. Proof of insurance is to be provided at least thirty (30) days prior to the Event date.

**IF AN ORGANIZATION:**

If signing on behalf of an organization, a resolution authorizing entrance into this contract and indemnifying, releasing, and holding harmless as provided herein is attached.

**NO WAIVER OF IMMUNITY:**

The undersigned acknowledges that the Goshen County Fair Board is a governmental entity and has certain immunities from liability under Wyoming Law. The Goshen County Fair Board does **NOT** waive any immunity from liability by entering into this contract.

**SIGNATURES REQUIRED:**

**MY SIGNATURE BELOW VERIFIES THAT I/THE ORGANIZATION WHOSE NAME APPEARS AS THE APPLICANT ON WHOSE BEHALF UNDERSIGNED IS FULLY AUTHORIZED TO ACT, AGREE, UNDERSTAND, AND PROMISE TO ADHERE TO ALL ASPECTS OF THIS CONTRACT AND ALSO AGREE TO ALL THE TERMS LISTED IN THE INDEMNITY AND IMMUNITY OF THE GOSHEN COUNTY FAIR BOARD.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Representative of: \_\_\_\_\_  
Resolution Attached: \_\_\_\_\_

## SET UP AND CLEAN UP REQUIREMENTS :

### **SET UP:**

- Renter is in charge of own set up; including panel set up.
- If you use it, put it away when finished.
- 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. Display 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 disassembles and puts away all panels, etc. used.
- Renter puts away all tables, chairs, etc.
- Renter picks up all trash from bleachers, arena, pens, etc. Please put all trash on the south end of the building.
- Renter picks up trash from parking lots.
- **AT CONCLUSION OF EACH DAY, TURN OFF ALL LIGHTS AND CLOSE ALL DOORS.**

### **LIQUIDATED DAMAGES:**

Assessment amounts for damage and specific breach of contract provisions are explained in detail . All liquidated damage amounts are due and payable within ten (10) days of notice of the charges. See Goshen County Fair Board Bylaws for the process of assessing and review by the Goshen County Fair Board.

All items listed (but not limited to) below are considered a violation of the requirements set forth within this contract. Associated fees are based on the actual time/materials/supplies and scheduling inconvenience associated with each specific line item. Violation of any line item defined in this section will be considered a Breach of Contract and will be reviewed by the Goshen County Fair Board.

CONCESSION NOT CLEAN	\$100
DAMAGE TO WALL/S	COST OF REPAIRS (Materials plus labor)
DAMAGED PANEL/S	COST TO REPLACE PANEL/S
DAMAGED TABLE/CHAIRS	COST TO REPAIR/REPLACE ITEM
DOG/S IN THE BUILDING	\$100 PER DOG PLUS ANY/ALL DAMAGES
DOOR/GATE PROPPED OPEN	\$100 PER DOOR/GATE
DOOR/S LEFT OPEN	\$100 PER DOOR PLUS COST OF UTILITES
LIGHTS LEFT ON	\$100 PLUS COST OF UTILITIES
ROPING CHUTE NOT SCOOPED	\$100
SMOKING IN BUILDINGS	\$100 PLUS COST OF ANY/ALL DAMAGES
TRASH NOT PICKED UP	\$100
TBD	OTHERS NOT LISTED

## **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 rough stock and motorized vehicle events are required to 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” may be billed additional fees for those services.
- Other methods of altering ground conditions are not permitted.
- Goshen County Fair Board 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.
- Spectators are NOT allowed in the arena or staging areas of the building.
- Spectator seating NOT allowed in arena during rough stock events.
- No horses tied to trailers allowed in parking lots overnight.
- Do not prop open doors or gates with obstacles.
- All music played will be family friendly.
- Tables and chairs are available upon request for your event.
- All Food Vendors are required to obtain and post necessary permits.
- Food vendors needs to bring their own pad lock for the concession room.
- Indoor grilling is prohibited.
- All Alcohol Vendors are required to obtain necessary permits.
- No beverages may be sold in glass bottles.
- Alcohol vendors must enforce legal drinking age requirements and can refuse service to anyone.
- All events serving/selling alcohol must provide security.
- Close all doors at conclusion of the event and leave closed.
- Turn off all lights at the conclusion of event.

## **POST EVENT REQUIREMENTS:**

- At the completion of your Event, return any keys to a staff member. If keys are not returned, you/your organization agree to pay the charges necessary to replace the key (s) or rekey the area within ten (10) days after notice of the charges.
- Goshen County Fair Board will assess damages post Event. Any resulting damage fees are due and payable within ten (10) days of the notice of charges.
- Refundable deposits will be processed and mailed to the applicant address within ten (10) days post Event.



# SPECTATOR EVENTS ONLY

**You will receive passes like this:**



**2021 GOSHEN COUNTY FAIR GROUNDS**

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

**Send completed form to:**

**Goshen County Fair Association**

**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**

\_\_\_\_\_