

**WABAUNSEE COUNTY FAIR ASSOCIATION, INC.**  
**902 GRAND AVENUE, ALMA, KS 66401** (Not a mailing address)

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**FAIR GROUND RENTAL RATES 3/13/2026**

**FAIR OFFICE (CCM – UPPER LEVEL) (\$100 Deposit in addition to rental fee)**

\$ 50 Non-Profit or Civic Day or Night Meeting (**Deposit Not Required**)

\$ 100 Half Day

\$ 150 Single Full Day

\$ 300 3-Day Weekend – (Includes Friday afternoon, Saturday, Sunday until noon)

**MARLOW/LIETZ EXHIBIT BLDG/includes Kitchen (\$100 Deposit in addition to rental fee)**

\$ 50 Non-Profit or Civic Day or Night Meeting (**Deposit Not Required**)

\$ 100 Half Day

\$ 150 Single Full Day

\$ 300 3-Day Weekend – (Includes Friday afternoon, Saturday, Sunday until noon)

**FLINT HILL'S Jr. SHOOTERS EXHIBIT BLDG (\$100 Deposit in addition to rental fee)**

\$ 150 Single Full Day (**Saturday or Sunday Only**) (**Not Available Monday – Friday**)

**KANEQUIP ARENA (\$250 Deposit in addition to rental fee)**

\$ 650 Single Full Day

\$1000 3-Day Weekend-(Includes Friday afternoon, Saturday, Sunday until noon)

\$ 750 Turf & Show Ring Setup Fee

\$ 250 East KanEquip Parking Lot

**OUT BUILDINGS (\$50 Deposit in addition to rental fee)**

\$ 50 Wohler Arena, Gnadt Sheep/Goat, MCM Swine, M/C Beef Pavilions per day/per out building

\$ 250 **Parking Lot Only** – Eastside of KanEquip Arena

**WABAUNSEE COUNTY FAIR ASSOCIATION - 902 GRAND AVE., ALMA, KS 66401 (Not a mailing address)  
FACILITY RESERVATION FORM 3/13/2026**

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. (H): \_\_\_\_\_ (W) \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

Planned purpose/activity: \_\_\_\_\_

**Rental Date(s):** \_\_\_\_\_ **Pickup Key Date:** \_\_\_\_\_ **Return Key Date:** \_\_\_\_\_

Events will be placed on the calendar when the rental date is requested. A copy of the reservation form and rules/cleaning instructions will be mailed or e-mailed to the contact person and will be posted in the buildings. Mail signed copy of this reservation form, deposit, and liability insurance to the Fair Association within 14 days to hold the requested date. Deposits WILL NOT be refunded if cancellation is made less than 30 days prior to the event. Deposits WILL be refunded pending clean up/damage inspection & return of keys.

**Rental fee, completed reservation form & copy of liability insurance must be received before the key is released.**

**BUSINESS/COMMERCIAL USE, WEDDING DANCES/RECEPTIONS, SALES/AUCTIONS MUST PROVIDE PROOF OF LIABILITY INSURANCE & PRIVATE PARTIES MUST PROVIDE A COPY OF THEIR BUSINESS/HOMEOWNERS INSURANCE THAT SHOWS THEY CARRY PERSONAL LIABILITY. In addition to providing their own proof of insurance the renter will, be responsible for notifying food vendors that they must also provide proof of insurance.**

**INDICATE BUILDINGS:**

**FAIR OFFICE (CCM) (\$100 Deposit in addition to rental fee)**

- \_\_\_\_\_ \$ 50 Non-Profit or Civic Day or Night Meeting (No Deposit required)
- \_\_\_\_\_ \$100 Half Day
- \_\_\_\_\_ \$150 Single Full Day
- \_\_\_\_\_ \$300 3-Day Weekend – (Includes Friday afternoon, Saturday, Sunday until noon)

**MARLOW/LIETZ EXHIBIT BLDG/includes Kitchen (\$100 Deposit in addition to rental fee)**

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- \_\_\_\_\_ \$ 650 Single Full Day
- \_\_\_\_\_ \$1000 3-Day Weekend-Includes Friday afternoon, Saturday, Sunday till noon
- \_\_\_\_\_ \$ 750 Turf & Show Ring Setup Fee

**OUT BUILDINGS (\$50 Deposit in addition to rental fee)**

- \_\_\_\_\_ \$ 50 Wohler Arena, Gnadt Sheep/Goat, MCM Swine, M/C Beef Pavilions per day/per out building
- \_\_\_\_\_ \$ 250 **Parking Lot Only – East of KanEquip**

**I HAVE READ, UNDERSTAND & AGREE TO ABIDE BY THE RULES AS OUTLINED, AM RESPONSIBLE FOR THE CONDUCT OF THE GROUP UNDER MY SUPERVISION & UNDERSTAND THAT THE FAIR ASSOCIATION DOES NOT ASSUME LIABILITY FOR ANY ACCIDENTS OR PROBLEMS ON THE GROUNDS.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please mail to Brenda Meseke, 30715 Fairfield Rd. Alma, KS 66401**

**WABAUNSEE COUNTY FAIR ASSOCIATION  
RULES FOR USE OF FAIR BUILDINGS & FACILITIES**

1. All events require adult supervision.
2. The right to refuse use is decided by the Wabaunsee County Fair Association.
3. No equipment is to be borrowed or used outside the building without permission.
4. Renter is responsible for setting up chairs and tables and returning them to storage.  
**Chairs:** 270 Metal; 121 White;  
**Tables:** 48 White 8'; 13 White 6'; 3 White folding 6'; 10 Round folding 5';
5. Nothing may be attached to the walls, ceiling or woodwork.
6. Leave all facilities in a clean and orderly condition:  
(Please bring your own dish clothes and towels)  
Clean bathrooms  
Check kitchen stove in Marlow/Lietze  
Wipe off tables & chairs and replace as you found them

**TURN OFF all lights.**

**KanEquip: Turn all 4 air conditioner units off & set furnace thermostats to 50 degrees during winter months. Same for the 2 bathroom units.**

**Marlow/Lietze: Turn kitchen & exhibit room air conditioners off & set furnace thermostats to 50 degrees during winter months.**

Take all trash to outside rolling totes. (9 rolling totes available, extras in Gnadts Sheep & Goat Pavilion)  
**Before leaving take all rolling totes to gravel area south of KanEquip Arena.**

SWEEP & MOP floors (supplies in store rooms)

Check faucets

Remove all tape from floor, tables or wherever used (do not use on walls or ceiling)

Be sure doors are closed and locked

Make sure outside trash is picked up & placed in outside trash totes.

7. Trash bags, paper towels and tissue are supplied in store rooms. Keys to dispensers are in storerooms.
8. Utensils in the cabinets and drawers belong to the Wabaunsee County Fair Association. Please put things back where you found them and in the condition you found them.
9. **RENTER IS RESPONSIBLE FOR:**  
Crowd control  
Security of building  
Property damage  
Facilities and equipment  
Accidents or personal injury as a result of their activity  
Complying with local and state fire regulations  
Cleanup
10. Doors are to remain closed when the air conditioner or furnace is in use.
11. Full deposit refunded if everything inside & outside the buildings pass inspection & keys returned.