WABAUNSEE COUNTY FAIR ASSOCIATION
FACILITY RESERVATION FORM  2/25/2016

Organization: ______________________________    Contact Person: ______________________________

Address: __________________________________     Phone No. (H): _____________________

__________________________________                    (W): _____________________

Planned purpose/activity: __________________________________________________________________

Rental Date(s): ______________________   Pickup Key Date: ______  Return Key Date: ______

___$125.00 South Building(Heat/Air)     ___$100.00 Out Buildings    ___$175.00 So Building & Out Buildings

___$  25.00 Additional Day(s)                 ___$ 100.00 Deposit            TOTAL:   $ ________

Rental fee includes use of facilities for 1 day.  For each additional day that the key is checked out and facilities are used, the renter will be assessed $25.00 per day.  Arrangements need to be made with the Extension office if set up needs to be done before the event or clean up will be done the following day.  Getting the key ahead of time is subject to availability.

CANCELLATION POLICY: $50.00 fee if the reservation is cancelled within 2 weeks of the scheduled event.

DEPOSIT, PAYMENT & CLEAN UP POLICY:  A check for the rent and deposit (made payable to Wabaunsee County Fair Association) is required to CONFIRM THE RESERVATION.  The check will be deposited immediately.  All damage and cleaning costs incurred shall be paid by the party renting the facilities.  The deposit will be refunded pending clean up/damage inspection and return of keys.

A fee of $8.00/hour will be charged for additional clean up provided by the Fair Association.

VENDORS 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 business insurance, auctioneers will be responsible for notifying food vendors that they must also provide proof of insurance. Building keys will not be available until proof of insurance is provided by all parties.

Use and scheduling of Fair Buildings are on a “first come, first serve” basis.  Reservations may be made at the Wabaunsee County Extension Office (785) 765-3821,  Office hours: 8:00 – 12:30, 1:00 – 4:30 (M-F)

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

SIGNATURE: _________________________________       DATE: _____________________

Return this form and payment to the Wabaunsee County Extension Office, 215 Kansas, 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: 108; tables 18)

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
   Wipe off tables
   TURN OFF lights, fans, furnace and air conditioner
   Check faucets
   Take out trash
   SWEEP & MOP floors
   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 & trash barrels are moved to the trash dumpster

7. Trash bags and paper towels are supplied.

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. No long distance calls may be made during the designated rental period.

12. Full deposit will be refunded if everything inside and outside the buildings pass inspection & keys returned.

SIGNATURE: _________________________________       DATE: ________________
WABAUNSEE COUNTY FAIR ASSOCIATION
FACILITY RESERVATION CHECKLIST BEFORE KEY IS GIVEN

ORGANIZATION: ____________________________________________________________

CONTACT PERSON: __________________________________________________________

ADDRESS: _________________________________________________________________

E-MAIL: ______________________ PH # HOME: __________________________

PH # WORK: ______________________

DATE/ INITIAL:

_______/______ Deposit/Rental Fee including additional fees for extra days ______ @ $25.00/day

_______/______ Proof of Insurance Business/Homeowner-copy

_______/______ Proof of Insurance Auctioneer/Other-copy

_______/______ Proof of Insurance Food Vendor-copy

_______/______ Mail check to Fair Association Treasurer for deposit/include Reservation/Checklist forms

_______/______ Enter inspection date, detach bottom half of this form and mail to Mary Moege

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WABAUNSEE COUNTY FAIR ASSOCIATION
FACILITY CLEANING CHECKLIST

_____________ Date Fair building will be ready for inspection

______ Check bathrooms for water still running and lights left on

______ Lights, fans, furnace and air conditioner have been turned off

______ Burners on stove are turned off

______ Floors are swept and mopped

______ Trash cans have been emptied

______ Outside pens and bleachers are in their original positions

______ Check for damage inside and outside buildings/yard

Make note of additional cleaning work or damages noticed:

Cost of additional cleaning _____ hours @ $8.00 plus $5.00 basic check out fee: Total $ _________.

Return form to Fair Association Treasurer following final inspection for payment. (Thanks)