

# Williams County Agriculture Society Rental Agreement

619 East Main Street ♦ Montpelier, Ohio 43543

The Williams County Agriculture Society (here after referred to as the WCAS) agrees to consider the buildings and or grounds listed and marked below for rent to the following individual, group or organization (here after referred to as the Renter).

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date's requested for rent: \_\_\_\_\_

Purpose/Event: \_\_\_\_\_

Renter agrees to the following stipulations and conditions of this rental agreement;

- A. Rental begins at 6:00 am and ends at 12:00 am on the date requested for rent.
- B. Exits will be kept free and clear of any blockage both inside and outside of any building rented in accordance with Fire Code. Renter will maintain a 25 foot access to all doors of a rental.
- C. No pets are allowed in any rental building of the WCAS unless it is a service animal for the impaired or disabled.
- D. Buildings for rent by the WCAS are all SMOKE FREE and the *Renter* shall enforce this policy during any rental.
- E. No Renter shall allow any alcoholic beverages outside of any rented building and shall be responsible to ensure that consumption of alcoholic beverages is by those of legal age.
- F. Early set-up is available for an additional fee.
- G. Buildings or grounds will be rented by the WCAS free of debris, trash, tables, chairs and articles. *Renter* will return the rental in the same condition it was received.
- H. *Renter* shall be held accountable by the WCAS for any damages as a result of the rental.

**Insurance & Liability** - Liability exposure is limited to the *Renter* during any rental of the buildings and grounds. *Renter* agrees that they shall hold harmless the WCAS and Williams County Commissioners in the event of any incident or accident as a result of this rental.

The WCAS requires from the *Renter* a certificate of insurance showing proof of liability coverage in the amount of \$1,000,000.00 if the *Renter* is using the rental for the sale of food, alcohol or firearms.

Office use only (Secretary shall attach a copy of the Insurance to the application)				
Date Insurance Received:		Initials:		Executive Member Checked:

## Rental Options;

(Place an "X" next to the items you wish to rent)

X	Rental Buildings	Fee's Due
	Beef Barn	\$75.00
	Deposit	\$50.00
	Dairy Barn	\$75.00
	Deposit	\$50.00
	Sheep Barn	\$75.00
	Deposit	\$50.00
	Goat Barn	\$75.00
	Deposit	\$50.00
	Grandstand (underneath)	\$200.00
	Deposit	\$100.00
	Grandstand Seating	\$200.00
	Deposit	\$100.00
	Hog Barn	\$75.00
	Deposit	\$50.00
	Horse Arena	\$100.00
	Deposit	\$50.00
	Horse Barn (new)	\$100.00
	Deposit	\$50.00
	Rabbit Barn	\$150.00
	Deposit	\$75.00
	Livestock Pavilion	\$125.00
	Deposit	\$100.00
	Open Pavilion	N/C
	Deposit	\$25.00
	Draft Horse Barn	\$50.00
	Deposit	\$50.00

X	Rental Buildings	Fee's Due
	Gillette Building	\$400.00
	Deposit	\$200.00
	Youth 4-H Building	\$100.00
	Deposit	\$50.00
	Thaman Building w/Kitchen	\$125.00
	Deposit	\$100.00
X	Grounds Rental	Fee's Due
	<i>(Service Poles are separate)</i>	
	Entire Fair Grounds	\$750.00
	Deposit	\$250.00
	Fairgrounds Frontage	\$100.00
	Deposit	\$100.00
	Fairgrounds East Lot	\$250.00
	Deposit	\$100.00
	Fairgrounds North Campus	\$400.00
	Deposit	\$200.00
	Covered Bridge (4 hours)	\$150.00
	Deposit (cleaning fee waived)	\$50.00
	<b>Special Rentals</b>	
	Restrooms (per day)	\$25.00
	Flea Market Spots (summer)	\$10.00
	Trash Barrels (each)	\$5.00
	Camping (per day)	\$20.00
	Pole Fee (electrical/lighting)	\$10.00
	Pole Fee (hydrants/faucets)	\$10.00

**Rental Fee's and Deposits** – *Renter* understands that 25% of the rental fee and deposit must be paid at the time of the booking. Balances due on rental fees must be paid in full no later than 2 weeks prior to any event or rent date. Rental's not paid in full by the 2 week mark shall be subject to loss of the deposit.

**Cancellation Policy** – A *Renter* who wishes to cancel a rental must do so 1 month in advance to receive a full refund. A cancellation for rental made with less than 1 month notice is subject to loss of the deposit.

**Early Set Up Policy** – *WCAS* will allow whenever possible early access. This is an additional fee of ½ or 50% of the space or building requested for rental. Early access grants a *Renter* the ability to collect the keys and set up in a building or on the grounds at 6PM the day before the event. *WCAS* will only allow and offer this option if the rental is not already rented on the day before the rented event for the *Renter* of this agreement. *WCAS* Reserves the right to keep the deposit of anyone who is caught accessing a rental spaces early and has not paid for early set-up as per this agreement.

YES for Early Set Up  NO to Early Set-Up

**Livestock Barn Policy** – WCAS rents its livestock barns for open shows. Any livestock building rented has a \$300.00 cleaning fee due to waste dumpster rental and the Jr. Fair members cleaning and power washing the building after a rental.

**Key Policy** – WCAS will provide keys to rented buildings on an as needed basis. Those keys will be logged and only those authorized will be allowed to pick them up. Keys must be returned to the office with-in 24 hours after any rental event. Keys may be dropped at the office in the mail slot. Failure to return the keys with-in the 24 hour time frame will result in a loss of the deposit.

Name of Authorized Key Holder: \_\_\_\_\_

**Cleaning & Trash Fee** – WCAS charges a minimal fee of \$35.00 to cover the expenses of a custodian and dumpster fees. Livestock Buildings have their own separate charge. Fee waived for bridge rental.

In complete agreement of the terms, conditions, policies and fee's contain herein, the *Renter*

\_\_\_\_\_ (print name) and the *Williams County Agriculture*

*Society* mutually agree to this Rental Agreement as is executed on this date

\_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ in 20\_\_\_\_\_.

RENTER SIGNATURE: \_\_\_\_\_

Dated: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Dated: \_\_\_\_\_

For Office Use Only – Rental and Deposit Totals			
Building Rentals		Livestock Barn Fee	
Grounds Rentals		Trash/Custodian Fee	\$35.00
Special Rentals		Deposits	
Early Set-Up Fee		<b>Total Amount Due</b>	

Amount Paid: \_\_\_\_\_ Check  # \_\_\_\_\_ Cash

Balance Due Date: \_\_\_\_\_ Balance Amount: \_\_\_\_\_

Paid In Full Date: \_\_\_\_\_ Check  # \_\_\_\_\_ Cash

EXECUTIVE COMMITTEE \_\_\_\_\_

EXECUTIVE COMMITTEE \_\_\_\_\_

## Williams County Agriculture Society Rental Guidelines

*Thank you for renting our facility. Please remember that the balance due on any rental must be paid 2 weeks prior to rental date or you may lose your deposit. The information listed below is to help ensure that rentals are left in the same condition they were found if not better and to help make sure that we can process your deposit and return it to you promptly after your event.*

- Table and chair set-up is the responsibility of the renter. Remember to wipe them clean and put them away after your event.
- Trash cans and barrels are too be emptied after your event. Place your trash in the dumpster across from the Gillette Building or the dumpster behind the Thaman Building.
- Sweep the floors and then use the mop to clean up spills or spots.
- Clean and wipe counter tops of kitchens if used in a rental.
- **No nails, wire or hangers are to be used on any walls.**
- Remove decorations and tape residue.
- Restroom trash receptacles must be emptied and floors/sinks/counters wiped clean.
- Check thermostats to be sure the temperature was set to where you found it.
- Check all doors to ensure they have been locked and secured.
- Make sure the lights are off when you leave.
- REMEMBER – NO SMOKING inside any of our rental buildings.
- Alcohol is not allowed outside the buildings and renter is responsible to make sure that no minors are found consuming alcohol.
- As per FIRE CODE – keep all exits, doorways, or overhead doors free from materials or debris that may block emergency crews. This includes parking that obstructs exits or doors.
- Report immediately any damages to facilities, tables, chairs or fixtures. Renter is financially responsible for all damages. Damages that exceed the deposit will be invoiced and it is your responsibility to pay within 30 days of the rental for all damages.
- Keys are to be returned within 24 hours after your rental event. You can use the mail slot on the door of the Fair Board Office to return them.
- Your deposit will be forfeited in the event that you enter the premises before the stated date of the agreement.

*We encourage you to have a safe and fun time at your event and again thank you for choosing one of our rentals. In the event you have an incident during a rental, please contact either Matt Kennedy, President (419) 630-3978 or Alan Bennett, Vice President (419) 551-0950. In the event of an emergency, call 911 or non-emergency (419) 636-3151 to reach the Williams County Sheriff's Office.*