

AGREEMENT TO USE THE JEFFERSON COUNTY FAIRGROUNDS

Return this form and Payment to:

Jefferson County Fair Board
K-State Research & Extension
Box 326 Oskaloosa, KS 66066
785-863-2212 (Extension Office)

**Payment and completed contract must be received at least two weeks prior to day of event
Reservations are not confirmed, until payment and contract are received.**

I/We _____
(Name of Individual or Group)

wish to use the facilities at the Jefferson County Fairgrounds in Valley Falls, Kansas on

Date scheduled to use the facilities: _____

| | Daily Fee Schedule | Days Needed | Total |
|---|--------------------|-------------|-------|
| 4-H Meetings/Events | \$0 | _____ | _____ |
| Other Youth Groups Using the South End of Main Building with the restrooms | \$75 | _____ | _____ |
| Other Youth Groups Using Entire Main Bldg. | \$125 | _____ | _____ |
| Public groups/Private parties & receptions South End Only | \$100 | _____ | _____ |
| Public groups/Private parties & receptions Entire Main Building | \$150 | _____ | _____ |
| OTHER EVENTS (Auctions, Fundraisers, Etc.) | | | |
| Main Building Inside (nothing outside) | \$200 per Day | _____ | _____ |
| Outside (with Special Permission) Includes Main Bldg. and outside with special permission | \$300 per Day | _____ | _____ |
| Early Set Up for Above | \$75 per Day | _____ | _____ |
| Use of Show Arena | \$100 per Day | _____ | _____ |
| Use of Livestock Barn per Barn | \$50 per Day | _____ | _____ |
| | Grand Total | | _____ |

A \$100 refundable deposit is required with contract submission for the key. Arrange key pick up and drop off with John Thomas at 1011 Walnut Street in Valley Falls by calling 785-640-8268.

Checks should be made out to the: **Jefferson County Fair Board.** Please make a separate check for the key deposit and another check for the rental fee.

Use of Building Guidelines

The \$100 Deposit will be forfeited if the following items are not adhered to:

1. This is a county owned facility and as such, **ALCHOLIC BEVERAGES are NOT ALLOWED!** It is the responsibility of the signor of the agreement to see that this provision is adhered to.
2. We do not have custodial service. Leaving the facility clean, is mandatory (this includes the bathrooms). Do not leave articles from sales, etc. at the fairgrounds and dispose of all trash. All trash must fit in the outside trash receptacles.
3. These facilities are publicly supported facilities that should be utilized and kept in good condition. If you have problems with the electricity or water system after office hours, please contact John Thomas 785-640-8268.
4. When affixing items to the walls or ceilings, use **ONLY** blue painter's masking tape. The use of staples, pins, tacks, screws, nails and duct tape on the walls or ceilings **IS PROHIBITED**.
5. Turn of all lights, lock all outside doors and adjust the thermostat as noted on the wall near the controls.
6. Cleaning and refill supplies are located in the closet at the northwest corner of the south meeting room. Keys for the toilet paper dispensers and paper towels dispensers hang in each bathroom near top of doors. See attached responsibility checklist. Note any supplies needed on checklist.
7. You are responsible for the repair cost for any damages incurred to the buildings and grounds during your event. Additional cleanup costs may be added if the property is not left in good condition.
8. All public / major events (auctions, fundraisers, etc.) must obtain a certificate of liability insurance and submit a copy to us 10 business days prior to your event.
9. If you have any questions, please contact us at 785-863-2122, or 785-640-8268

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|--|------|-------|--------------|
| | | | |
| Signature of Renter | Date | Phone | Full Address |
| | | | |
| Signature of Fair Board Representative | Date | | |

DISCLAIMER FOR THE FAIRGROUNDS USE AGREEMENT

In consideration for being allowed to use the Fairground facilities, the user agrees to save and hold harmless Jefferson County, its employees, agents and representatives from any civil liability whatsoever for injuries to any person or property which may occur in connection with the use of the Jefferson County fairground facilities. The user also agrees to indemnify Jefferson County, its employees, agents and representatives for any sums for which they may be found liable in any civil action whatsoever arising from injuries to persons or property in connection with the use of the facilities.