

# LOUISA COUNTY FAIR YOUTH CENTER

## Rental Agreement

### FOR OFFICE USE ONLY

Louisa County Fair Association

Issued on: \_\_\_\_\_  
 Issued by: \_\_\_\_\_  
 Event Date/Time: \_\_\_\_\_  
 Room Being Rented (circle): **Meeting Room** **Kitchen**  
 Deposit Pd: Cash or Ck# \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_  
 Rental Pd: Cash or Ck# \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

The Louisa County Fair Youth Center building is owned and operated by the Louisa County Fair Association. This building was constructed for use during the Louisa County Fair. During other times of the year, it may be rented for private parties, meetings, gatherings, etc. The rental of the Youth Center and surrounding parking does not allow you access to any other building on the fairgrounds although you may inquire about renting them. Certain tents may be allowed. To inquire, please contact one of the fair board members listed on the bottom of the second page. You will be allowed to enter the building on:

(Date/s) \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

<b>Rental fees are as follows:</b>	<u><b>Monday-Thursday</b></u>	<u><b>Friday-Sunday</b></u>
<b>Deposit</b>	<b>\$250</b>	<b>\$250</b>
<b>Meeting Room Only</b>	<b>\$250/day</b>	<b>\$500/day</b>
<b>Kitchen</b>	<b>\$100/day</b>	<b>\$150/day</b>

**Bartender Fee (beverages served only from 5:30 p.m. to 11:30 p.m.): \$150**

\*\*Any additional hour beyond the above listed times is **\$50/hour.**

**Meeting Room x** \_\_\_\_\_ **Days =** \_\_\_\_\_  
**Kitchen x** \_\_\_\_\_ **Days =** \_\_\_\_\_  
**Bartender x** \_\_\_\_\_ **Days =** \_\_\_\_\_  
**Deposit** \_\_\_\_\_

**Total Fees=** \_\_\_\_\_ **Initial here (       )**

\_\_\_\_\_ **Podium** \_\_\_\_\_ **Sound System** \_\_\_\_\_ **Risers** (no additional fee for these items)

Below are the terms and conditions for rental of the Youth Center:

1. A \$250 deposit must also be paid at the time the date is set and the remaining balance must be paid when you pick up the key for the building. If the facilities are found damaged and/or inadequately cleaned, a fee may be deducted from the \$250 deposit. The facility will be inspected and upon the satisfaction of the staff, the \$250 deposit will be refunded to the renter.
2. Dates for reservation will not be guaranteed until a signed copy of this contract and a \$250 deposit for the facility is delivered to Ashley Milder at Louisa County Extension Office (319-523-2371). If the rental agreement is canceled more than 30 days before the scheduled event, the \$250 deposit will be refunded. Any cancellation within 30 days of the event will result in a **non-refundable** \$250 deposit.
3. Only table or free-standing decorations are allowed. **No ceiling or wall decorations. All pictures and mirrors must be left on the walls.** Decorations are the property of the renter and must be removed from

the building upon conclusion of the event. Loading and unloading vehicles near the building is permissible but you must move all vehicles to parking areas after unloading. No unloading on the patio area.

4. The kitchen is a serving kitchen and is not intended for food preparation. Coffee pots and roasters are available for use along with utensils, dishes, etc. Please wash all dishes and small appliances and return them to where you got them. The renter will need to plug in the refrigerator/freezer needed and unplug it before leaving. Wipe down counters and any spills inside refrigerators and freezers. Take any personal food items from the refrigerator/freezer. Leave dirty towels on the counter by the small sink. Take all garbage to the dumpster outside on the southwest side of the building. Spot clean any spills on the floor.
5. In the meeting room, all tables must be wiped down and dried off. The floors must be swept and spot-mopped for spills. Towels, brooms and mops are located in the utility room. Please stack the tables and the chairs (28 chairs per stack) and return to where you got them. Pick up any garbage in the bathroom. Take all garbage (from the meeting room and bathroom) to the dumpster outside on the southwest side of the building.
6. Beer and wine must be purchased from the Louisa County Fair Board. The only exception is champagne. The Fair Board must purchase beer from a distributor, not from the grocery store. Beverage orders need to be placed at least six weeks ahead of time to ensure delivery, although beverage availability is beyond the control of the Fair Board. 50% of the estimated alcohol order must be paid at the time the order is placed. The renter must comply with all applicable laws and ordinances of Louisa County and the state of Iowa. The Louisa County Fair Association assumes no liability for action of persons who may have consumed alcoholic beverages on the premises. Alcohol will be locked up in the kitchen until the bartender arrives. Any beer and wine remaining after the event is the property of the renter. NOTE: This facility and surrounding area is a non-smoking environment. **Absolutely no unauthorized alcoholic beverages and/or non-prescription drugs are allowed.**
7. The building is secured by cameras. No animals, firearms, ammunition, hand or power tools, gasoline, kerosene, explosive or flammable materials or poisonous substances will be allowed in the building except for exhibit. Renters are expected to respect property rights and will be held responsible for loss or breakage with proper restitution. Renters are expected to provide their own first-aid supplies, care and equipment. Dial 911 in the event of an emergency. Report any broken or damaged items to the office immediately. The Youth Center is not responsible for lost, damaged or stolen items.

This agreement is entered into between the Louisa County Fair Association and \_\_\_\_\_.  
Business Name/Family Name

\_\_\_\_\_  
Contact Name 1 Address Phone

\_\_\_\_\_  
Contact Name 2 Address Phone

**I have read and understand all the terms and conditions outlined in this agreement.**

\_\_\_\_\_  
Signature Date

Emergency contact numbers for weekend, holiday or evening events. Contact in order listed until you reach someone.  
Tony Humiston 319-212-1093, Todd Salazar 319-212-1160, Justin Humphreys 319-209-0128, Tim Whittaker 319-212-0228

