

Owatonna Foundation Building



Owatonna Foundation Building Rental

Valid October 1, 2025 through September 30, 2026

\$1,250.00

\$500.00 non-refundable down payment + \$750.00 rent = \$1,250.00 total rental fee

Includes Owatonna Foundation Building Amenities Listed Below

Separate payment of \$500.00 damage/security deposit is due at the time of key pick-up.

This is in addition to the Owatonna Foundation Building Rental. The damage/security deposit will be returned following key return and the venue being found in pre-rental condition.

Additional charges not included in the Owatonna Foundation Building rental fee:

- \$75.00 per day per food truck accessing water and electricity.
- \$500.00 per day for Owatonna Foundation Building use more than one (1) day before or one (1) day after the event
- Picnic tables are available for rent from the Steele County Free Fair at \$15.00 per table.

Owatonna Foundation Building Amenities & Information

- Available for rent mid-May through September 30 except for August. The Owatonna Foundation Building is not available to rent in the month of August due to the Steele County Free Fair.
- Capacity is 550 depending on table arrangement.
- The building is not heated or air conditioned.
- Tables and chairs will need to be rented from an outside source for the Owatonna Foundation Building.

The Steele County Free Fair has worked with the following businesses, knowing that others are available, too:

~Majestic Events Nic@majestictents.com 507-876-1127 Worry-free event rentals from start to finish.

~Stargazer Designs stargazerdesigns2@yahoo.com 507-475-1639 Decorating for all your special events!

~Von Hart Events hello@vonhartevents.com 507-413-7111 Event Rentals & Coordination Services

- The Owatonna Foundation Building is handicapped accessible including indoor accessible restrooms.
- The stage in the Owatonna Foundation Building is included in the rental price and will be set up by the Steele County Free Fair if needed.

- The Tin Roof Tavern Bar is included in the rental price. Beverages are the responsibility of the renter.
- The Owatonna Foundation Building is a smoke-free facility. Smoking is only allowed outdoors to the north or south of the building.
- Restrooms are stocked with paper towels, toilet paper, and hand washing soap. This is part of the rental price. Restrooms are not supplied with shower supplies.
- The Owatonna Foundation Building has garbage cans for use. Renters provide their own garbage bags and arrange for garbage pick up and/or haul the garbage out themselves. It is the responsibility of the renter to clean up the Owatonna Foundation Building.
- A sound system is the responsibility of the renter.
- Rental of the Owatonna Foundation Building requires one (1) certificate of general liability insurance for the event. The limits of the policy need to be \$1,500,000.00 or greater and need to list the Steele County Agricultural Society, 1525 South Cedar Ave., Owatonna, MN 55060, **AND** the County of Steele as additional insured under this one (1) policy.
- For a **private event** that is open to invitation only and is not advertised to the public, a license is not required for food or beverages, including alcohol. Food and beverage provided does not need to come from a licensed establishment and may come from a home kitchen/be purchased by the lessee/renter. The lessee/renter may not charge for food or beverages at this event.
- For the safety of all **private event** guests, if food and beverages are not prepared in a licensed kitchen, a visible sign indicating this must be displayed during the event. A sign is included at the end of this information for lessee/renter use.
- A **private event** may hire a licensed caterer, licensed food truck, and licensed liquor provider. A certificate of general liability insurance with a policy limit of \$1,500,000.00 or greater is required for each caterer, food truck, or holder of a liquor license. For each certificate of liability insurance, the Steele County Agricultural Society, 1525 South Cedar Ave., Owatonna, MN 55060, **AND** the County of Steele must be listed as additional insured.
- For a **public event**, whether free or by admission, that is advertised via fliers, newspapers and/or online, a licensed caterer and holder of a liquor license must provide food and beverages. Food and beverages may be sold at a public event. A certificate of general liability insurance with a policy limit of \$1,500,000.00 or greater is required for each caterer, food truck or holder of a liquor license. For each certificate of liability insurance, the Steele County Agricultural Society, 1525 South Cedar Ave., Owatonna, MN 55060, **AND** the County of Steele must be listed as additional insured.
- All food and beverage caterers must comply with state and local codes.
- Food safety guidelines are available in the Owatonna Foundation Building and are provided to the lessee/renter.
- If alcohol is served, whether complimentary or for purchase, special deputies must be obtained through Steele County. They require one (1) special deputy at a minimum of 4 hours. Call Wyonne Priebe at 507-456-4299 to arrange for a special deputy. Cost of a special deputy is not included in the Owatonna Foundation Building rental price.
- It is the responsibility of the lessee/renter to only serve alcohol, whether complimentary or for purchase, to those of legal (21) age.

- Alcohol is only allowed inside the Owatonna Foundation Building.
- Parking is available around the Owatonna Foundation Building. To maintain the green space, kindly refrain from parking in the grassy areas if they are wet and muddy.
- The rental fee is for the day of the event, 8 AM – 1 AM, one (1) day before the event, if needed, for decorating and set up, and one (1) day after the event, if needed, for tear down and clean up.
- Access to the Owatonna Foundation Building more than 1 day before or 1 day after the event may be available for an additional charge of \$500.00 per day.
- Rental of the Owatonna Foundation Building requires one (1) certificate of general liability insurance for the event. The limits of the policy need to be \$1,500,000.00 or greater and need to list the Steele County Agricultural Society, 1525 South Cedar Ave., Owatonna, MN 55060, **AND** the County of Steele as additional insured under the policy.
- Wi-Fi is available in the Owatonna Foundation Building and is included in the rental. Password(s) will be given at key pick up.
- Owatonna Foundation Building Decorating Guidelines:
 - ~Nailing and stapling are not allowed at the Owatonna Foundation Building. We suggest draping and the use of removable adhesive strips/hooks (example – Command strips) for decorating. Anything that may damage the Owatonna Foundation Building is not allowed.
 - ~ Only battery-operated candles are allowed at the venue.
 - ~ Glitter, confetti, silly-string, pyrotechnics, and sparklers are not allowed at the venue.

Contact Us:

For additional information contact Denise d.duffy@scff.org at the Steele County Free Fair or call the Steele County Free Fair Office at 507-451-5305.

Owatonna

Foundation Building

**Food and
beverages served
at this PRIVATE
EVENT were not
prepared in a
licensed kitchen.**