

**FARIBAULT COUNTY FAIRGROUNDS  
BUILDING RENTAL CONTRACT**

RENTER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
CONTACT #: \_\_\_\_\_

This contract is to reserve the \_\_\_\_\_ Building for \_\_\_\_\_, 2010. Included in this rental contract are 5 tables and 40 chairs. If extra tables and chairs are needed please make note of it below. The buildings are rented for the day, 12-noon to 12-midnight, unless requested differently. A damage deposit fee is required, which is the same as the rental fee.

Building Rental Fee Rates per day: (Effective Aug. 1, 2009)

Morton.....(42x48)	\$ 50
*Paschke.....(54x70)	\$150
Old Father Hall.....(54x90)	\$150
*4-H (South Part Only)..(80x100)	\$200
*Gold.....(52x80)	\$200

\*These Buildings include the use of restroom facilities.

Table Rental Fee Rates: (Please mark below how many extra tables you need)

_____ 8' Table with 8 chairs.....	\$15
_____ Picnic Table.....	\$10

Cost of the building rental fee is (please add in table rental fee if needed) \$\_\_\_\_\_.

Cost of the damage deposit fee is \$\_\_\_\_\_. Please send 2 separate checks made payable to Faribault County Fair Board. **We have to receive this building rental contract and the 2 separate checks to confirm your reservation.** We will deposit your rental fee check upon receipt, but will hold the deposit fee until after your event and building inspection has occurred.

Please mail rental contract & 2 checks to: Faribault County Fair Board  
PO Box 384  
Blue Earth, MN 56013

Rules for Building Rental

\*The tables and chairs are Fair Board property. They are **not** to leave the building. Any tables or chairs that need replacing will be at the renter's expense.

\*Rental parties are responsible for their own garbage and need to supply their own large garbage bags. Garbage is **not** to be deposited in the trash cans on the fairgrounds. Please take it with you.

\*Rental parties are responsible to clean up after their event. All parties renting the buildings are expected to furnish their own cleaning supplies. Please leave the building the way you received it.

\*Rental parties using a building with restroom facilities must furnish their own paper products for the restrooms. All garbage should be removed and restrooms left clean and in order.

\*Rental parties are responsible to turn off all lights and lock the doors when exiting the building.

\*Rental parties are responsible to return their building key by putting it in the drop off box located at the entry of the 4-H Building (Northwest corner) after their event.

**OVER**

Please initial all lines:

\_\_\_\_\_ I have read and understand the *Rules for Building Rental*.

\_\_\_\_\_ I understand that if my damage deposit (same as the rental fee) does not cover the cost of damage repair or replacement to the facility or furnishings due to negligence or abuse of facilities or furnishings that I am liable for any and all cost.

\_\_\_\_\_ I, the rental party, am accepting all liability for any accidents or injury that might happen on the premise during our rental period: and that the Faribault County Fair Board will not be held responsible should any accidents or injury occur.

\_\_\_\_\_ I, the rental party, will oversee the removal of all garbage from the premise and not put inappropriate items down the sinks or toilets.

\_\_\_\_\_ I, the rental party, understand all buildings on the fairgrounds are smoke & drug free.

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

DRIVERS LICENSE #: \_\_\_\_\_

RENTAL FEE PAID: \$ \_\_\_\_\_ By: Cash or Check ~ Ck #: \_\_\_\_\_ (circle one)

DEPOSIT FEE PAID: \$ \_\_\_\_\_ By: Cash or Check ~ Ck #: \_\_\_\_\_ (circle one)

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**Building Clean-up Check List**

\_\_\_\_\_ Tables washed, wiped dry, and placed in original order

\_\_\_\_\_ Chairs wiped off and placed in original order

\_\_\_\_\_ Floors cleaned and free of spills

\_\_\_\_\_ All garbage removed, including restrooms

\_\_\_\_\_ Garbage cans wiped out

\_\_\_\_\_ Restrooms cleaned and left in order

\_\_\_\_\_ All lights turned off

\_\_\_\_\_ All doors closed and locked

\_\_\_\_\_ Returned key in drop off box

\*\*This list, along with condition of entire building, will be used to determine the return of your damage deposit. Once the building has been inspected, your damage deposit will be returned to you within 7 days if no expense or damage has occurred. If repairs are needed, then the Fair Board will reduce the amount of the damage deposit accordingly and provide you with statement of expenses and remaining deposit fee. If the deposit fee does not cover the cost of damages the rental party is liable for any and all damage repair/replacement in excess of the damage deposit.

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*All parties renting are expected to respect and show consideration for the building, equipment and property of the Faribault County Fair Board. Thank You.*

**OFFICE USE ONLY** - Renter name: \_\_\_\_\_

\_\_\_\_\_ Date Rental Contract was received for rental of \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ Date & Initials of person confirming reservations (this confirms that all fees have been collected)

\_\_\_\_\_ Date key given out

Name, address & phone # of person getting key *if different from person making the reservation.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drivers License of above person: \_\_\_\_\_

\_\_\_\_\_ Date & Initials of person retrieving key from 4-H Building drop box. *(make note if no key)*

\_\_\_\_\_ Date Building inspected      Inspected by: \_\_\_\_\_

**Inspection Checklist**

\_\_\_\_\_ Tables washed, wiped dry, and placed in original order

\_\_\_\_\_ Chairs wiped off and placed in original order

*(make note below if any tables or chairs are damaged or need replacing)*

\_\_\_\_\_ Floors cleaned and free of spills

\_\_\_\_\_ All garbage removed, including restrooms

\_\_\_\_\_ Garbage cans wiped out

\_\_\_\_\_ Restrooms left in order

*(make note below of any time spent cleaning up above and beyond normal)*

\_\_\_\_\_ All lights turned off

\_\_\_\_\_ All doors closed and locked

*(make note below of any overall building and/or door/lock damage that needs attention)*

\_\_\_\_\_ Date Deposit Returned      \_\_\_\_\_ Amount returned

If not fully returned, reasons why: