

Allamakee County Agricultural Society Pavilion Rental Contract

One Day Event

Summary of Charges

1. The total cost of renting the pavilion is **\$350.00**. A booking fee of **\$150.00** is due within ten (10) days after receiving this contract in order to reserve and hold your requested date. The remaining payment of **\$200.00** is due the week of the event at which time you will receive a key to the pavilion. **This key must be returned to the Pavilion Manager immediately after the event.**
2. There is a **\$100.00** security/clean-up deposit due at the time that you receive the Pavilion key. **Please write out a separate check for this deposit.** If the terms of your contract are met and there is no damage to the Pavilion building or fairgrounds, and clean up has been completed as stated in this contract, the deposit check will be returned to you or destroyed at your request.
3. Your \$350.00 rental fee covers the Agricultural Society's use of the building and expense of preparing the building for your event and cleaning the building after your event. You are responsible for removing all trash, food and other items you bring into the building.
4. You are permitted to hire a caterer or utilize the kitchen area to meet the needs of your event. We are not a full-service kitchen and cooking your food at the pavilion is not permitted. Use of the kitchen and appliances are for set up, warming, cooling and clean up at your event.
5. Set up and use of the bar will be an additional **\$100.00**.

Bar Use and Regulations

1. The Pavilion management reserves the right to the bar; this includes verifying the age of anyone requesting an alcoholic beverage or beer. The Pavilion will use hand stamps or wristbands during the event to facilitate guests and bartending staff on an as needed basis. The bar will be available with alcohol being served for all scheduled events as requested (exception will be during teen dances). The Pavilion will provide its own bartenders for the event.
2. The Pavilion bartenders, in conjunction with the Allamakee County Agricultural Society's State of Iowa Liquor License rules and regulations must serve all drinks. **This is in accordance to the State of Iowa Dram license laws.**
3. **Absolutely NO** beer, liquor, champagne, wine or other alcoholic drinks may be brought into the pavilion or be consumed on the fairgrounds during your event. If you have special requests, such as a keg, open bar, ticketed drinks, champagne, wine, or other alcoholic drinks, please contact the Pavilion manager at least two (2) weeks before your event.

Other Regulations

1. The renter is responsible for the following clean-up procedures:
 - A. The kitchen area must be thoroughly cleaned, tables washed, dishes washed, and appliances cleaned. All garbage must be cleaned up. If the caterer did not complete the task, then it is the responsibility of the renter. Tables and chairs need to be folded and placed in their original storage mode.
 - B. All decorations must be removed after the event; this includes any tape, nails, and/or staples used while decorating. Due to fire safety concerns, absolutely NO lit candles or lanterns will be

allowed. Battery powered candles and lanterns etc. are allowed. Renter must provide their own extension cords.

- C. The renter is responsible for any damages occurred while renting the Pavilion.
- D. If you would like free use of the sign (Allamakee Street) designating your event to the public, please contact the pavilion manager at least two weeks prior to your event.
- E. Renting party must provide their own extension cords.
- F. **The Pavilion is a Smoke Free Environment**
- G. The Allamakee County Agricultural Society and Pavilion facility are to be held blameless in the event of accident while this agreement is in force

Cancellation Policy

If you cancel your event and we are able to rebook the date, the booking party will receive **\$100.00** of the \$150.00 deposit.

If the date cannot be rebooked, the deposit will be **forfeited**.

I/We (please print) _____, **accept the above contract and agree to rent the Pavilion facility for the date of**
_____.

Signature(s) of person(s) responsible for Pavilion rental:

Contact information:

Address: _____

Telephone: _____

Dated this _____, **Day of** _____, **in the year** _____.

Please sign and return the signed copy of this contract, with your \$150.00 deposit to Pavilion Manager @ PO Box 208, Waukon, Iowa 52172 within 10 days. Retain one copy of the contract for your records. Please make checks payable to Allamakee Agricultural Society.