

Jasper County Fair Association, Inc. Rental Contract – (Revised September 15, 2017)

Jasper County Fair Association, Inc.
P.O. Box 375, Rensselaer, IN 47978
www.jaspercountyfair.weebly.com

Jasper County Fair Association, Inc. Rules and Regulations

1. Rental arrangements are to be made at the Jasper County Extension office, 2530 N McKinley Ave., Suite #1, Rensselaer, In. 47978. Checks or money orders should be made payable to: Jasper County Fair Association, Inc. Must include Drivers' license or SS number, along with birthdate. **Rent and signed contract due at time of scheduling.** Certificate of Insurance in the amount of \$300,000 due 14 days prior to rental date. **Damage Deposit fees paid 14 days before rental date. Keys may be picked up at Extension office on the appropriate date before your rental.** All refunds, if entitled, will not be issued for a minimum of 15 days after completion of rental and/or proper cancellation. In case of booking cancellations, the Extension Office should be notified immediately.
Rental refund adjustments:
 - Week Day Rentals: cancellations must be made at least 5 days prior to rental date for full refund. Less than 5 days – 50% of rental amount.
 - Weekend rentals: Friday, Saturday, Sunday: must be cancelled 90 days prior to rental date for full rental refund. Less than 90 but more than 60 days cancellation will be 50% rental refund. Less than 60 days cancellation will be no rental refund.
2. Insurance: The renter will provide a Certificate of Insurance to the Jasper County Fair Association, Inc. (JCFA). A minimum of \$300,000.00 for proof of liability coverage must be provided at least 14 days prior to rental date. In the event that no proof of insurance is provided in the time specified the rental contract date becomes null and void with forfeiture of the deposit.
3. Renter may pick key up at County Extension Office for weekday rentals during normal business hours the day of the rental and return it no later than the next business day after the rental. Extension Office hours are: Monday thru Friday 8am to 4pm CST. Drop box is available. **Exception for special rentals:** All wedding parties and auctioneers may have a total of 2 days **if available** prior to rental date to complete business, 3 days total, while being charged at the rate of 1 rental. Any additional time will be charged at \$150 per day. The key for weekend rentals may be picked up after 8 a.m. on Thursday at the Extension Office.
Courtesy Statement: As a courtesy, if there are **NO RENTALS** on the day following your weekend rental, you have until noon on the day after to clean up the building. If there is a rental the following day, you must have building cleaned the evening of or no later than 6 a.m. the following morning. Any time after noon, the renter will be charged an additional \$150 which will be deducted from damage deposit.
4. The renter is completely responsible for any building, contents, and/or property damage during their rental. This damage is to be paid for completely by the renter thru Damage deposit money and certified check for remaining balance.
 - No nails into walls or wood structure
 - No defacing of walls; i.e. foot prints-cutting-tearing on or to the walls
 - No defacing of ceiling
 - Nothing attached to fans
 - No tape on paneling
5. Approximate seating with tables and chairs for 400 per Community Building and West Building.
 - No property or equipment to be removed from the buildings
 - Care should be exercised in handling tables and chairs
 - All renters using the buildings will be responsible for the setting up and taking down of tables and chairs and returning and stacking them correctly on their respective racks.
6. Clean-up: All renters using the facilities must return floors and equipment to original state of cleanliness. (See Checklist) ****If you are subcontracting your cleanup responsibilities to someone else and it is not completed according to the checklist provided the RENTER will be held accountable and all or a portion of the deposit may be held once inspected.**
 - Entire floor swept
 - Food and liquid spillage
 - Tables cleaned with soap and water / appliances wiped out
 - Floor wet mopped; brooms and mops available in each building
 - Trash removed; all trash to the dumpster on north side of parking blacktop. Refill trash cans with new bags available within each building
 - All restrooms cleaned.
 - All post rental cleanup will be charged to renter.
 - See #3 (Courtesy Statement)
7. **All buildings are "NO SMOKING."** In addition, the Community Building and West Building are also **"NO ANIMALS"** facilities.
8. Alcohol/Drug policy
 - a. Minor consumption of alcohol is prohibited.
 - b. No Illegal drugs or controlled substances are allowed in buildings or on the grounds at any time! Local law enforcement will have jurisdiction.
 - c. **If rental Parties are going to serve Alcohol. Indiana State Law reads Party MUST apply for a one day Liquor License (Bartender may be able to help you with this license). You may apply here for the license: <http://www.in.gov/atc/2409.htm> (Use the temporary Beer & Wine Permit Application link) You may also seek a Local Alcoholic Beverage Caterer to help with your needs at : <https://mylicense.in.gov/everification/> (Click **here to search for a Facility, Business, Salon, Corporation, CE Provider, etc.** instead of a person. License type: catering, License status: Active, Choose state of Indiana, then look up by zip code exp: 47978.)**
 - d. When alcoholic beverages are served, security, as approved by the JCFA, must be provided at the renter's expense.
 - e. **Security names must be provided to Extension Office 14 days prior to rental date.**
9. Consideration of other rentals: Each renter using the facilities should give consideration to other renters, which may be using the facilities before, during, or after them. In situations where meetings or activities nearly overlap renters should make prior arrangements with 2nd party as to the exact time of use.
10. Doors need to remain closed in consideration of the A/C or heating during rentals and sound consideration of neighborhood.
11. These facilities are community facilities and failure to follow the Rules and Regulations set forth may bar you from future rentals.
Damage is considered anything not returned to its original condition when rental was accepted by renter. Renter is responsible for any subcontractors work that does not comply with the checklist provided.

I agree to all the terms of rental listed in this document

Printed name of renter _____ D-O-B _____ Driver's License Number _____

Signature of renter _____ Date _____

Address for refund to be returned _____

Contact Phone Number _____

Building Rented _____

Date of Rental _____

Please contact the custodians, Lou & Vicki Nagel, at 219-394-2092 or 219-863-4382 when you arrive at the Fairgrounds so they can arrange to meet you there and answer any of your questions.

Marquee Sign Rental – Sign is located at the main entrance to the fairgrounds. There is a \$25 per week fee for a maximum of 2 weeks. Fairboard information takes precedence over rental.

Date _____ check # _____

Internet usage by renters – Internet usage is \$25 per day. The Extension Office will issue the password upon Payment of the rental fee.

Date _____ check # _____

For your convenience, everything you need to do to complete your rental is listed in chronological order below. Please keep these rules and regulations, and document the dates you have completed each task.

At time of rental reservations

Date: _____ Received copy of Rules and Regulations

Rent paid (This confirms rental date) Check number: _____

Two weeks (14 days) prior to rental date

Date: _____ Certificate of Insurance not less than \$300,000.00 naming Jasper Co. Fair Association as an additional insured.

Date: _____ Call with name, address & phone number of Security Personnel

Date: _____ Damage Deposit Due (This check will be cashed & money refunded after event as long as facilities are cleaned & no damage done). Deposits will not be returned for at least 15 days after the rental.

Check number _____

At time of rental date.

Date: _____

- Pick up keys to fairgrounds building
- **Make sure to check if clean up needs to be completed that evening or by noon the following day.**
- Pick up Checklist of clean up duties which are required in order to receive full amount of Damage deposit back
- Sign Agreement

After Rental

Date: _____ Return Key and checklist next business day

If paying by check, please make checks payable to:

Jasper County Fair Association
Attn: Christal
2530 N McKinley Ave., Suite #1
Rensselaer, IN 47978

Phone: 219-866-4961

Fax: 219-866-4962

E-Mail: cdkaufma@purdue.edu

- Your driver's license or Social Security number AND your date of birth **MUST** be written in the section to the left.
- The 1st check due is the actual rental check to secure your requested date
- The 2nd check is a damage deposit to cover any damages or clean-up charge. This check will be cashed. (Money will be kept if there is a problem, or returned if no problem). All refunds, if entitled, will not be issued for at least 15 day after completion of rental.
- The damage deposit and Certificate of Insurance is due 2 weeks prior to the rental date.