

**Hamilton County Fair Board  
P.O. Box 1024  
Syracuse, KS 67878  
620-384-5433**

**Hamilton County Building and Fairgrounds Rental Contract**

Attention: The Hamilton County Fairgrounds may be used by any Hamilton County resident, business, group or organization for private, civic, cultural, or educational gatherings. Those using these facilities must fill out this contract in its entirety, abide by all rules, and pay all fees and deposits if applicable. Any deviation from this and the Fair Board is authorized to deny usage to any group or individuals that has violated this contract.

**Renter Information:**

First Name	Last	Are you 18 or Older?	
Mailing Address	City	State	Zip Code
Place of Business and Phone number		Telephone - Home and/or Cell	

**Summary of Charges and Deposits**

All individuals, groups, businesses, and organizations are required to pay the fees and deposits that are outlined below except the following: Boy Scouts, Girl Scouts, 4-H, Extension, Local Churches and Non profit organizations unless the time frame they are reserving a building is for more than 24 hours, in which case they will be charged \$25 per day of usage. There will be a charge for all damages and for insufficient funds on returned checks.

<b><u>4-H, Fair or Butler Building: (building rental includes tables &amp; chairs-ask office for exact #)</u></b>	<b><u>Rent</u></b>	<b><u>Deposit</u></b>
Public Auctions & Sales (Daily 5am-5am includes set up & clean up).....	\$100.00	\$700.00
Meetings & Group Functions (Up to 4 hours before 8pm - including set up & clean up).....	\$100.00	\$700.00
Meetings & Group Functions (Daily 5am-11pm includes set up & clean up).....	\$150.00	\$700.00
Parties & Events (Daily 5am-5am includes set up & clean up).....	\$300.00	\$750.00
Parties & Events (Two days 5am-5am includes set up & clean up).....	\$350.00	\$750.00
Parties & Events (Three days 5am-5am includes set up & clean up).....	\$400.00	\$750.00
(Butler Building prices are for as is currently set up - no moving of bleachers, stage, panels, etc)		
Moving of large items in Butler - stage, bleachers, etc.....	\$100.00	

<b><u>Combo Fair &amp; Butler Building:</u></b>	<b><u>Rent</u></b>	<b><u>Deposit</u></b>
1 day Fair Building & 3 days Butler (5am-5am includes set up & clean up).....	\$425.00	\$750.00
2 days Fair Building & 4 days Butler (5am-5am includes set up & clean up).....	\$500.00	\$750.00
3 days Fair Building & 5 days Butler (5am-5am includes set up & clean up).....	\$600.00	\$750.00

<b>Tables and Chairs:</b>	<b><u>Rent</u></b>
Tables (each).....	\$3.00
Chairs (each).....	\$0.50

<b>Horse Stalls &amp; Camper Hookups:</b>	<b><u>Rent</u></b>
Horse Stall.....	\$15.00
RV Camping with Electricity Hookup.....	\$20.00
Camping –no electricity.....	\$ 5.00

# Hamilton County Building and Fairgrounds Rental Contract (continued)

## Rules and Regulations for Building and Grounds Usage

- Request permission from the Fair Board for the use of equipment, furniture or areas of the grounds other than that being rented.
- All Youth Groups must have adult supervision.
- Rent payments and deposits must be paid and contracts signed before you will get keys.
- Everything must be cleaned, lights turned off, doors locked, heating or A/C controls returned to original settings, and **ALL** keys must be put into mail box located next to the fair office **BY END OF SCHEDULED RENTAL TIME**, unless otherwise approved by the fair board.
- The grounds must be cleaned after the event. All trash must be cleaned up and this includes cigarettes.
- Spills should be cleaned up as they happen as some liquids will take the wax off the floors.
- The Fair board's maintenance person will inspect the area that had been rented and will fill out and sign a cleaning/damages checklist. A copy of the checklist will be included with the contract.
- If maintenance finds everything to be clean and damage free, your deposit will be returned to you within 3 business days. If they do not, a portion or all, of the deposit will be used to clean and/or repair the rental. Any remaining monies and a detailed list of what needed to be done will be sent back to you.
- Report any furnace, A/C, plumbing, or electrical problems as soon as possible.
- **STRICT NO GLASS POLICY – IF A FAIR BOARD MEMBER OR AUTHORIZED WITNESS, WITNESSES SOMEONE AT YOUR EVENT WITH A GLASS CONTAINER YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.**
- **DO NOT USE BLEACH, PINE-SOL OR OTHER HOUSEHOLD PRODUCTS ON THE FLOORS OR ELSEWHERE– ALL CLEANING SUPPLIES ARE PROVIDED**
- **NO ALCOHOLIC BEVERAGES IN BUILDINGS OR ON FAIRGROUNDS**
- **NO SMOKING IN BUILDINGS**
- **NO GUM IN BUILDINGS**
- **FAIR BOARD IS NOT LIABLE FOR INJURY TO HUMAN OR ANIMAL**

I, \_\_\_\_\_ by my signature do hereby attest that I have read, do understand and will abide by the rules and regulations set forth by the Hamilton County Fair Board regarding the use of the Fairgrounds and Buildings.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rental(s) Requested

\_\_\_\_\_  
Date(s) Rental Requested

\_\_\_\_\_  
Rental Time Requested

(for office use only)

Given Key #: \_\_\_\_\_

For Building / Storage: \_\_\_\_\_

Paid rent with CASH CHECK # \_\_\_\_\_

Paid deposit with CASH CHECK # \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Amount: \$ \_\_\_\_\_

# Hamilton County Fairgrounds Cleaning/Damages Checklist

## Kitchen

## Cleaning Needed

Kitchen counters washed \_\_\_\_\_  
Cabinets wiped down \_\_\_\_\_  
Stove wiped down inside & out \_\_\_\_\_  
Microwave clean \_\_\_\_\_  
Dishes washed and put away \_\_\_\_\_  
Refrigerator cleaned up (no leftover food or spills) \_\_\_\_\_  
Sinks cleaned out \_\_\_\_\_

## Main Area

Any unnecessary marks on walls \_\_\_\_\_  
Tables and chairs wiped down and put away \_\_\_\_\_  
Any signs of gum under tables and chairs \_\_\_\_\_  
All trash picked up and bags taken to dumpster \_\_\_\_\_  
Any signs of Alcoholic beverages or smoking in buildings \_\_\_\_\_

## Bathrooms

Sinks cleaned up \_\_\_\_\_  
Toilets clean and not clogged \_\_\_\_\_  
Trash taken out \_\_\_\_\_

## All Floors

Spills cleaned up completely \_\_\_\_\_  
No gum on floors \_\_\_\_\_  
Floors swept \_\_\_\_\_

## Misc.

**Witness or signs of glass present at event** \_\_\_\_\_  
Trash, bottles, cans, glass, cigarette butts picked up outside \_\_\_\_\_

## Stables/Campsites

Bedding, trash, bottles, cans, cigarette butts picked up \_\_\_\_\_

USE PROVIDED CLEANING SUPPLIES – CLOROX, PINE-SOL & OTHERS WILL TAKE THE WAX OFF THE FLOORS

## Damages to Buildings/Property

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

Inspection completed by: \_\_\_\_\_ On: \_\_\_\_\_  
Fair Board Maintenance Date

Property rented: \_\_\_\_\_ By: \_\_\_\_\_ On: \_\_\_\_\_  
Building/Grounds Name Rental Date

Key # \_\_\_\_\_ Returned to Fair Office YES NO (circle one)