

**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?	
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.

Fair Building:

Rent	Deposit
Group Functions.....\$100.00	\$700.00
Dances, Quinceaneras, Baptisms....\$275.00	\$750.00

4-H Building:

Rent	Deposit
Group Functions.....\$100.00	\$700.00

Butler Building:

Rent	Deposit
Functions (includes bathrooms).....\$350.00	\$750.00

Tables and Chairs:

Rent	Deposit
Tables (each).....\$3.00	\$3.00
Chairs (each).....\$0.50	\$0.50

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 drop box located in the fair office door **BY 5 AM THE NEXT MORNING**, 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.
- **DO NOT USE CLOROX ON THE FLOORS – ALL CLEANING SUPPLIES ARE PROVIDED**
- **NO ALCOHOLIC BEVERAGES IN BUILDINGS OR ON FAIRGROUNDS**
- **NO SMOKING 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 Requested

Dates Rental 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

Kitchen counters washed

Cabinets wiped down

Stove wiped down

Microwave clean

Dishes washed and put away

Refrigerator cleaned up (no leftover food or spills)

Sinks cleaned out

Cleaning Needed

Main Area

Any unnecessary marks on walls

Tables and chairs wiped down and put away

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.

Trash, bottles, cans, cigarette butts picked up outside

USE PROVIDED CLEANING SUPPLIES – CLOROX WILL TAKE THE WAX OFF THE FLOORS

Damages to Buildings/Property

Inspection completed by: _____
Fair Board Maintenance

On: _____
Date

Property rented: _____
Building/Grounds

By: _____
Name

On: _____
Rental Date

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