



Guthrie County Agricultural Society Rental Rules

The Guthrie County Agricultural Society (“Society”) maintains the Guthrie County Event Center on the fairgrounds. The facility is available for rental and all rentals must be arranged in advance. A rental Agreement Form and a copy of these rental rules with renter’s initials and signatures must be completed. The rental agreement must be approved and a security deposit must be received before the rental date is reserved. The following provisions apply to all rental agreements for the Guthrie County Agricultural Society's Event Center.

CAPACITY: 400 People

CURRENT RATE: \$250 per day

LIABILITY

The renter is responsible for the repair or replacement of damaged or lost property, including any damage or loss caused by the renter’s guests or other invitees. To the extent allowed by law, Guthrie County Agricultural Society shall have no liability for any loss or damage to persons or property caused by or as a result of the activities of the renter or the renter’s guests, invitees, or other persons permitted thereon by Renter. Renter agrees to hold harmless and indemnify the Society from any such loss, damage, or claims arising from renter’s occupancy and use of the premises. Renter will protect, defend and indemnify the Society from and against all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence, causing or inflicting injury or damage to any person or property, happening or done in, upon or about the premises, or due directly or indirectly to the tenancy, use or occupancy thereof, or any part thereof by Renter or any person claiming through or under Renter.

DEPOSIT

The renter shall deposit with the Guthrie County Agricultural Society a security deposit in the amount of one half of the total rental fee for the Event Center as security for the faithful performance by the renter of all terms and conditions of this rental agreement. The Guthrie County Agricultural Society may use the deposit to reimburse itself for any expenditure, damage or loss, resulting from the renter’s failure to perform the terms and conditions of this rental agreement. If the deposit is not sufficient to cover damages caused by the renter, the renter agrees to promptly pay any deficiency (within 30 days of invoice) to the Guthrie County Agricultural Society and to be fully responsible for the same. The deposit shall be non-refundable should cancellation occur within the 60 days immediately preceding the scheduled event. The renter will supply the Guthrie County Agricultural Society with proof of insurance prior to receiving the keys. The balance of the rent is due before you will receive the keys. Failure to provide proof of insurance and/or balance of rent shall cause the agreement to be terminated immediately, with any deposit being retained by the Guthrie County Agricultural Society.

KIDS/TEENAGE PARTIES

All activities primarily held for children and/or teenagers (persons under age of 18) must be attended by

a sufficient number of adult sponsors so that at least one adult sponsor attends the event for every 10 children, pre-teens, teenagers.

SMOKING IS NOT ALLOWED INSIDE THE BUILDING! Candles must be in appropriate containers. **No fireworks**, pyrotechnics, or other open flames are permitted. Should renter desire to use an open flame of any kind, other than the before mentioned candles, *prior approval must be granted* in writing by the “Society.”

DECORATIONS

No decorations shall be attached to walls, floors, or ceilings with fasteners such as tacks, nails, staples, tape, etc. All decorations must be removed at the conclusion of your event. A wooden rail is available on the East and West walls to hang decorations. There are also magnetic hangers provided to put on the ceiling framework to hang lights and/or very light decorations. **All hangers must be returned after the event.** **No colors or markers** are allowed as decorations or to entertain children at any event.

EQUIPMENT

Tables and chairs are available free of charge. There are approximately 40 round tables, 15 rectangle tables, and 400 chairs. **Tables and/or chairs can NOT be taken or used outside of the Event Center.** If you want additional seating or tables to use somewhere else outside on the fairgrounds, the renter will need to contract those items from another business. Any additional equipment rented and brought into the Event Center building will be the responsibility of the renter to pay for it. All such material must be removed immediately at the end of the reservation time. If it is not removed promptly, the renter is responsible for paying the rental fee for each day any such material remains in the building. **All tables and chairs must be cleaned and put away on provided racks in storage closet and the premises shall be restored to the same condition as the renter received it.**

CLEAN UP

A clean up check list will be provided to the renter when the keys are picked up. If the Event Center is rented for one day, all clean up must be done at the end of the day that the event is held. If the Event Center is rented for a weekend event (Friday and Saturday) clean up may be done Sunday morning without an additional day fee if everything on the list is completed by **12 o'clock noon** and keys are returned.

ASSIGNMENT AND SUBLETTING

Renter shall not assign nor sublet the premises or any part thereof, without the express written consent of the Society.

CAMPGROUND

The campground, when open, is available for guests who may be attending your event as long as the *nightly fee is paid*. All payments are to be made in the camping deposit box by the west gate. **No camping or camper set up is allowed outside of the Campground or by the Event Center.**

Agreed and Accepted this ____ day of _____, 20__.

Renter's Signature: _____

Name of Insurance Company: _____

Deposit: Date Paid _____ Check number _____