

Park County Fairgrounds Facility Rental Contract

This Agreement made on _____, 2009, by and between the Board of Trustees of the Park County Fair Association, Inc. a non-profit Wyoming Corporation and _____ hereinafter referred to as PCF Board and Lessee.
(Person to contact)

WITNESSETH; that for and in consideration of the payment of the Rental, Lessee hires from PCF Board for use of those certain premises described as _____ located at 655 East 5th Street, Powell, Wyoming 82435, commencing on the _____ day of _____, 20_____ at a rental fee of _____ per day, and a deposit (payable when booking rental) of \$150.00 without Alcohol, or \$250.00 with Alcohol.

It is further mutually agreed between the parties as follows:

- There will be **NO** smoking in any building located on the Fairgrounds.
- If you serve Malt Beverages you **MUST** have a Malt Beverage Permit from the City.
- If you have any liquor other than Malt Beverages you **MUST** have a caterer permit.
- Tables and Chairs must be stacked **neatly** and returned to the storage unit.
- Keys must be returned by **10:00 a.m.** the following business day.
- All money and deposits must be paid before keys are released for rental of a building/room. Checks will be verified **good** upon receipt.
- Absolutely **no** tape, staples or nails on walls. We will furnish you appropriate tape. Please let the office know in advance that you will need tape to hang items on the wall.
- Empty trash cans – Outside trash from your event needs to be picked up as well as any garbage inside the rental.
- If you set up and tear down on a separate day other than day of event a charge of ½ the daily rental will be applied to your bill. This will need to be paid at the same time as the rental payment and deposit.
- There will be **No** violations of city ordinance or state law in or about the fairgrounds.
- In case of fire or theft, the lessee shall give immediate notice thereof to a PCF Representative.
- The lessee and parties agree not to interfere with any other private event that is taking place on the premises. If this occurs the proper authority will be notified and a Park County Fairgrounds representative has the right to shut down said lessee's event at that time and you will forfeit your deposit.
- Lessee will shut all outside doors at 9:00 p.m. when any form of music is being played.

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In **full detail** please describe the event you are booking the facility for (Wedding, Reception, Dance, etc). Please include times of event.

If something other than what is described above takes place, a Park County Fairgrounds representative has the right to shut the event down and the lessee will forfeit their deposit.

The Park County Fairgrounds has the right to keep all or part of a deposit after inspection is completed of the rental property and damages or any infractions of the rules are assessed. The Park County Fairgrounds has the right to turn away an event if it seems unfit, or interferes with another event that is being held on the premises.

By signing this contract you agree to all terms and condition set forth herein.

Print Name: _____ Phone: _____

Address: _____

Signature Date

Park County Fairgrounds Representative Date