

Stanton County Fair Board  
PO Box 228  
Stanton, NE 68779-0228  
402-439-2003  
**Rental Agreement**

Rental Date: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This serves as a contract between the above listed person (Renter) and the Stanton County Fair Board. The Renter will have the use of the Community Building on the date(s) specified above between the approximate hours of 6 A.M. and 1 A.M.

Rental Fees:

**Community Building –**

All day, per day \$500

Additional day for set up prior to event \$75 (if available)

Additional day for cleanup following event \$75 (if available)

Plus cash deposit of \$100 for county residents, \$250 for non-county residents

**Rules and Regulations**

1. The rental fee/deposit must be paid at least two months prior to the event. An additional fee will be charged if there is any damage.
2. Do not use staples or tacks on the tables. No staples shall be used on the walls. Tape is permitted on the tables, if completely removed following event. Balloons are not allowed in the building when the heating system is turned on. No vehicles will be allowed in the building without the consent of the Fair Board. All decorations must be taken down, and the facility is expected to be cleaned and trash disposed of immediately after the event. Cleaning supplies are in the kitchen. **Clean up includes the following:**
  - a. Tables and chairs must be wiped off and put away.
  - b. All floors must be swept and damp mopped.
  - c. Rugs need to be vacuummed.
  - d. Empty all garbage cans and put in new liners in each garbage can.
  - e. All restrooms must be cleaned, including sweeping, mopping the floors, cleaning the sink, toilets, mirrors, and taking out the trash. Replace the trash bags in the trash cans.
  - f. If kitchen is used, this area should be completely cleaned including the counters, sinks, wipe up spills in the refrigerators / stove, mopping the floor, bagging and putting all trash out in the dumpster. Dirty towels should be left by the kitchen sink.
  - g. Refrigerator checked and clean out including the freezer. Please do not leave ice in the freezer.
  - h. The trash will be picked up from around the premises on the outside of the building, if needed.
  - i. Turn off all the lights and air conditioning when done. Heat should be turned down to 54 degrees in the kitchen and 44 degrees in the main area.
  - j. Contact Jennifer at 402-649-0071 to check building and return key

3. No alcohol may be brought into the building by renters or their guests. Alcoholic beverages can only be served with a special designated liquor license. It shall be obtained two months prior to event and a copy shall be given to the Fair Board. The event shall be shut down if alcohol is found in the building without a license. Those renting the hall must comply with all Nebraska State Laws and Stanton City Ordinances regarding the purchase, service, or consumption of alcoholic beverages by persons in attendance. Alcohol is not allowed outside of the building. No smoking is allowed in the building.
4. The kitchen is not a licensed catering kitchen. By signing this agreement the renter understands the Stanton County Fair Board is not responsible for food preparation and service because of the renter's event.
5. Any event must end by 1 A.M., except by special request approved by the Fair Board prior to the date of the activity.

**Assumption of Risk and Release Agreement**

In consideration of being allowed to use the above facility at the Stanton County Fairgrounds for my event, I hereby agree to be responsible for the cost of repairing any and all damages to the premises which may occur while the building is leased to the renter. All damage and repairs will be repaired at the discretion of the Fair Board. The renter agrees to and understands all conditions listed above.

I acknowledge and understand that the use of the facility involves risks, such as, but not limited to, the following: risk of property damage, bodily injury and possible death. These risks may result from the use of the facility, from the activity itself, from the acts of others, organization of an act or from the unavailability of emergency medical care. I hereby assume the risk of any bodily injury, death or property damage that might occur while using the facility. With the knowledge of the forgoing, and as an inducement of the Stanton County Fair Board to allow me to use the facility for an event, I hereby agree to indemnify, defend and hold harmless the Stanton County Fair Board, its divisions and subdivisions, including but not limited to their agents, staff and employees for claims filed against it arising out of my activities contemplated herein.

I hereby agree to indemnify and hold harmless the Stanton County Fair Board, its agents, staff and employees from any and all claims or causes of action which I may make or which might be made on my behalf by others or which might be made against me by others, arising from or related to my participation, including, but not limited to, death, injury, pain and suffering, medical costs, lost wages, destruction of property, attorney fees and legal expenses.

I/We acknowledge receipt of a copy of this agreement. The Stanton County Fair Board reserves the right to refuse service to anyone.

\_\_\_\_\_  
Signature of Persons Renting Facility \_\_\_\_\_  
Date

\_\_\_\_\_  
Stanton County Fair Board Representative \_\_\_\_\_  
Date

Rental Fees \$ \_\_\_\_\_ Date Paid \_\_\_\_\_  
Deposit paid \$ \_\_\_\_\_ Returned Deposit \_\_\_\_\_  
www.stantoncountyfair.com

Community Building Location of equipment / supplies provided:

- Key located to left above front door to unlock doors. Please leave by door.
- Air conditioner controls are located below each unit. The key is attached to the rental key for opening the boxes. Please turn off when finished.
- Heating controls are located on the west wall (2 units). Please turn to lowest temperature when finished.
- Air conditioner and heater controls for the kitchen and bathroom are located on the east wall of the kitchen. Please turn off air conditioner in the summer and set to heat to 50 degrees in the winter.
- Light switches are located next to the front door and inside the kitchen door. The lights for the stage are located on the back of the stage.
- Ceiling fan switch is located on the back of the stage.
- Sound / microphone system – need to request the key for use and operation of the system prior to the event. A separate deposit may be required for use of the sound system.
- Tables and chairs are located in the storage area between the bathrooms.
- 66 – 6’ tables (seat approximately 396 people) these tables and chairs are located in the storage area between the bathrooms – please return these to the racks and put back
- 450 chairs
- Water serving pitchers - 15
- Coffee serving pitchers - 12
- Serving carts – 2
- Coffee pots – 2 serve 100 people each
- Trays
- Refrigerator – 2
- Microwave and Oven