

Washington County Fairground Facility

1109 N Delaware, Dewey OK 74029 918-534-2600



POLICY / RENTAL CONTRACT

1. The individual signing the Rental Contract for any fairgrounds property and/or equipment is responsible for damages and breakages at current replacement value.
2. Furniture and equipment (tables and chairs) will be provided based on rental agreement and used for the intended purpose only. Any items needed for use other than tables and chairs will need to be noted in the comments section of this contract prior to signing, in order to insure that they are available and provided for date of contract.
3. It is the responsibility of the LEESEE (Renter) to **set up** and **take down** all table and chairs. All tables and chairs are to be returned wiped clean and returned to the carts. Cleaning supplies will be available for customers use.
4. Rental times for the facilities begin at 8:00 a.m. and close at 11:59 p.m. Hours occupied before and/or after the contracted times will be charged Fifty Dollars (\$50) per hour.
5. Scheduling of a rental should be made as soon as possible to lock in your dates. Payment for a rental is due on or before the day of your event. Checks should be made out to the Washington County Fair Grounds. The Manager can be contacted at the address and/or telephone number in the letterhead.
6. Cancellation of any rental contract must be made at least thirty (30) days in advance of your event. Prepaid refunds will be made within fourteen (14) business days of date we were notified.
7. Alcoholic, intoxicating drinks, wine or beer will not be allowed on the Washington County Fairgrounds Facilities, unless this contract is signed and in place. SEE ITEM 14.
8. Personal possession of DRUGS on the facility grounds is strictly forbidden.
9. It is the responsibility of the LESSEE (Renter) to comply with the laws of the State of Oklahoma, as codified in the Oklahoma Alcoholic Beverage Control Act 37, Oklahoma Statutes #502, et. seq., and the LESSEE alone shall be responsible for any violations occurring thereunder.
10. State law declares all county-owned facilities to be NON-SMOKING. External areas of the building are designated as the only smoking areas to use. Compliance is mandatory.

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11. The LESSEE is responsible to clean up all trash after the event. There are trash containers provided for your use at the rear exit and a dumpster outside the west door. If cleanup is not completed, we will charge the cleaning fee shown on the Fees list. At any time, the Fair Grounds Manager may require a non-refundable cleaning fee.

12. In no case shall the Washington County Free Fair Association or any of its officers, members, or managers be held responsible for any loss, damage, injury, death, disability by diseases, from theft or from any other cause to any such property, or to any person coming upon said Fairgrounds while said persons or property are on the Fairgrounds. The Washington County Fair Board hereby refuses to assume any responsibility for the safety as Bailee or otherwise of any property brought upon said grounds at the owner's risk. If the property owners or others interested in the property desire protection against loss, damage, or injury from fire or any other such cause, they must make their own arrangement and pay for such insurance.

13. The following items will be required when ALCOHOLIC BEVERAGES are allowed.
 - a) Hold Harmless Agreement. (Sample attached).
 - b) Event Coverage Insurance in the amount of \$1,000,000 minimum, with Washington County named as an additional insured on the policy through a Certificate of Insurance, at least ten (10) days before the event. (Sample attached).

An organization serving alcohol to its membership at no cost will also be required to provide a \$1,000,000 minimum Certificate of Liability insurance coverage with Host Liquor Liability insurance coverage included, with Washington County named as an Additional Insured on the policy through a Certificate of Insurance in-lieu-of-event coverage. The organization is required to provide a verification that those serving the alcohol have been trained to serve alcohol to the public.
 - c) The Lessee, Group or Individual must arrange to attend the monthly Fair Board meeting and request approval for their event allowing alcohol. If approval is granted by the Board, the Lessee must make arrangements with the Dewey Police Department for Security Services. The extent of Security Services will be at the determination of the Dewey Police Department. Minimum expenses would be one (1) uniformed officer (CLEET Certified County Officers and/or Dewey Police Officers) at \$25/hour for a four (4)-hour block of time. You will need the paid receipt to complete arrangements with the Manager at the Fair Grounds. Security expense will increase as the number of uniformed officers increase to ensure adequate coverage for the event. Lessee will not begin an event without security present at the door. The Licensed Vendor will also be subject to security screening.

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- d) Alcohol will only be served by a Licensed Vendor with a \$1,000,000 minimum insurance coverage. Washington County will be named as an Additional Named Insured on a Certificate of Insurance. Alcohol is not allowed to be brought on the premises by anyone other than the Licensed Vendor. Lessee and/or Vendor will provide proof of license and insurance coverage ten (10) days before the event.

THE BOARD RESERVES THE RIGHT TO REFUSE SERVICE TO THOSE WHO WILL NOT OR HAVE NOT COMPLIED WITH OUR RENTAL POLICY.

RENTAL RATES FOR FACILITIES, EQUIPMENT AND SERVICES

The Fair Board reserves the right to make changes in rental rates, rules, and regulations governing the use of facilities, equipment and services. We will send proper notification to Fair Facility Contract Holders one hundred and twenty (120) days in advance of their contracted events.

North Room	\$215.00
South Room	\$500.00
½ of South Room	\$215.00
Pavilion	\$50.00
Large Arena	\$150.00
Large Arena with Stalls	\$200.00
Small Arena	\$100.00
Small Arena with Stalls	\$125.00
Kitchen	\$60.00

Cleaning Fees

North Room	\$50.00
South Room	\$80.00

Tables and chairs to be included with rental as follows:

North Room	15 tables	120 chairs
South Room	30 tables	240 chairs
½ of South Room	15 tables	120 chairs
Pavilion	5 tables	40 chairs

Additional Tables and Chairs at rate of \$5.00 for 1 table and 8 chairs

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NOTE: Room set up or disassembled days other than contracted dates will be charged at fifty (50%) percent.

RENTAL DATE(S) _____ AMOUNT DUE \$ _____ CHECK _____ CASH _____

ORGANIZATION _____

REPRESENTATIVE _____

ADDRESS _____

TELEPHONE _____ CELL _____

I acknowledge and agree to the terms of responsibility to comply with the Rental Contract.

Signature _____ Date _____

Thank you for your interest and participation in using and protecting our County Fair Facilities. We appreciate your business and will assist you in making this a positive event.

Washington County Fair Manager

COMMENTS
