

**POLICY / RENTAL CONTRACT  
WASHINGTON COUNTY FAIR FACILITIES  
1109 N DELAWARE  
DEWEY OK 74029  
CONTACT: MANAGER – 918-534-2600**

**GENERAL INFORMATION**

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 used for the intended purpose only.
3. 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.
4. 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.
5. 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.
6. 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.
7. Personal possession of DRUGS on the facility grounds is strictly forbidden.
8. 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.
9. 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.
10. If the event attendees will exceed 100 persons, the LESSEE is responsible to arrange for the advanced setup of tables and chairs, and put away the equipment required for the event.
11. Regardless of number in attendance, the LESSEE is responsible to clean up all paper plates, cups, decorations and other trash. There are trash containers provided for your use at the rear exit and a dumpster outside the west door. If cleanup is not provided, we will charge the cleaning fee shown on the Fees list. Thank you for your assistance in this housekeeping chore. At any time, the Fair Grounds Manager may require a non-refundable cleaning fee.

12. THE BOARD RESERVES THE RIGHT TO REFUSE SERVICE TO THOSE WHO WILL NOT OR HAVE NOT COMPLIED WITH OUR RENTAL POLICY.
13. 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.
14. The following items will be required when organization, groups and/or individual either rent, lease or use Washington County-owned buildings/property ... and 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.
- 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. Those serving the alcoholic beverages are required to provide verification that they have been trained and certified to perform their duties. Lessee and/or Vendor will provide proof of license and insurance coverage ten (10) days before the event.

**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

**NOTICE:** 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.

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Washington County Fair Manager

COMMENTS

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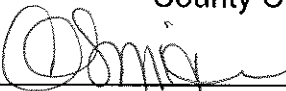
WASHINGTON COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Mitch Antle, Chairman

  
\_\_\_\_\_  
Mike Dunlap, Vice-Chairman

\_\_\_\_\_  
Mike Bouvier, Member

Attest Marjorie Parrish  
County Clerk

By   
\_\_\_\_\_  
Deputy

Date 2-16-16  
\_\_\_\_\_

