

Commercial Building Contract

Date of Event: _____

Sponsoring Party: _____

Type of Event: _____ This Agreement Entered On: _____

This agreement between the Trego County Fair Board and Sponsoring Party for Rental of The Commercial Building on the Fair Grounds in WaKeeney, Kansas will be as follows.

1. A Deposit Fee of \$300 will be required upon signing of the Contract. This fee will be held in our possession until the following criteria is met.

2. The Commercial Building Rental Fee is \$300 for Friday, Saturday and Sunday, with or without the use of the kitchen area. This money will be collected upon picking up the key. Lost key fee is \$200.00. Until further notice, the keys will be available from the:

Trego County Clerk, Trego County Courthouse
216 North Main, WaKeeney, Kansas 67672
785-743-5773

You may pick up the key early but you will be charged for the additional days. The Trego County Clerk's Office will be available for key pick up during regular business hours of 8:30am-5:00pm unless prior arrangements are made. Key must be returned by the end of the first business day following rental. **WE NO LONGER RENT THE PORTACOOOL FANS FOR USE IN THE COMMERCIAL BUILDING. You are welcome to contact rental companies and rent fans for your event.**

Rentals Days are Friday thru Sunday for the \$300. Any additional days will be charged \$50 per day (Monday thru Thursday). Building may be rented per day at \$150.00 per day, Monday through Thursday only. The rules stated still apply.

3. When renting the Commercial Building, Cleanup must be done in the manner stated **BELOW!**

4. **ALL** Tables & Chairs will be stacked and placed on appropriate racks. Trash Dumped and new Liners put in Trash Cans. Any **Spills must be mopped up**, and Floors must be swept. Kitchen and bathrooms need to be cleaned. If building is not cleaned the deposit will be withheld. Also furnaces need to be returned to 50 degrees. There is a \$100.00 fee assessed for any missing remote controls for the fans.

5. ANY Broken, Damaged, or Missing EQUIPMENT OR Tables will RESULT IN LOSS OF DEPOSIT, and ANY Chairs that get damaged or broken will be assessed a fee of \$25 per chair for replacement..

6. FOOT TRAFFIC ONLY INSIDE BUILDING. NO VEHICLES OR EQUIPMENT INSIDE BUILDING OR WILL RESULT IN LOST DEPOSIT.

7. Auction Companies are responsible for removal of auction items from the buildings/grounds. Only trash can be placed in the dumpsters. Deposit will be withheld if non-trash items are placed in the dumpsters or left on the grounds. If you do not abide by these rules, building rental maybe rejected.

8. **ICE** is available from the Fair Board for any event held in the Commercial Building. We try keep this stocked at all times. The ice is located in the Commercial Building and the cost is \$6.00 per Bag.

9. The Sponsoring Party agrees to release the County of Trego, its Commissioners, Boards, Members, Employees, Agents, Successors, and Assigns from all Debts, Claims, Demands, Damages, Actions, and Causes of Action, whatsoever, which we now have or may hereafter have, as a result of renting the building and property described above.

10. NOT RESPONSIBLE FOR ACCIDENTS OR THEFT OF ANY PROPERTY LEFT IN THE ABOVE STATED BUILDING.

11. No tables or chairs may be removed from the building without prior approval.

12. CHECKS PAYABLE TO: TREGO COUNTY FAIR BOARD

In Witness Whereof, the undersigned hereby warrants that they are fully qualified and authorized to execute the terms of this contract agreement:

BUILDING REPRESENTATIVE: _____

SPONSORING PARTY: _____

DEPOSIT FEE: _____ CHECK #/CASH.: _____ RECEIPT NO.: _____ RENTAL FEE: _____ RECEIPT #: _____

ADDRESS (if you wish to have your check returned): _____

PHONE NUMBER (MUST INCLUDE NUMBER): _____