

Rental Agreement

Jefferson County Fairboard
2606 W Burlington St.
Fairfield, IA 52556
641-472-4959

Event _____

Date/Time of Event _____

Responsible Party _____

Address _____

Phone # _____

Buildings/Areas requested _____

Rental Fee _____ 50% due at booking, balance due when key is picked up.

Rental Guidelines

1. Contract and deposit must be returned to Fair Board representative within 10 days of booking.
A "Certificate of Insurance" showing \$1,000,000 limit of liability with Jefferson County Fair Board as additional insured is due at least two (2) weeks before the event.
2. Sweep and/or vacuum floors at conclusion of the event. Do not use water on the floor.
3. Wipe down tables, chairs and other equipment used. Return equipment to proper storage locations.
4. Empty trash containers and put trash in the outside dumpster. Pick up the trash on the grounds. Trash bags are located in the storage closet.
5. No damage to buildings and grounds.
6. Return the keys the day after the event. You may drop the key in the black box next to the Fair Board office door. (Monday for weekend events)
7. Deposit not refunded if cancelled with 14 days of the event.

The Jefferson County Fair Board is not responsible for accidents or loss of supplies and equipment furnished by the renter for the event.

I agree to the rental guidelines.

Responsible Party _____ Date _____

Fair Board Representative _____ Date _____

Deposit Amount _____ Check # _____ Cash _____ Date _____

Key picked up on _____

Balance Due _____ Check # _____ Cash _____ Date _____