

**Rental Agreement**

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

Event \_\_\_\_\_

Date/Time of Event \_\_\_\_\_

Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Buildings/Areas requested \_\_\_\_\_

Rental Fee \_\_\_\_\_ \$50.00 non-refundable deposit due at booking, balance due two weeks prior to the event. If booking is less than two weeks in advance, total fee is due at the time of the booking accompanied by the Certificate of Insurance.

Key to be picked up on \_\_\_\_\_

**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 of the event. You may drop the key in the black box next to the Fair Board office door.

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 \_\_\_\_\_

Balance Due \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_