

## Exhibit Hall Agreement

The intent of this Agreement is to identify rules for use of the Exhibit Hall and restrooms to protect and preserve these buildings and property of Adams County.

1. **Heavy** items, stands, or tables are to be placed on a carpet or pad, NOT directly on the floor.
2. The signer of this Agreement or group/organization that is renting the hall is solely responsible for repairs/replacements of damaged items in/around the Exhibit Hall.
3. Restrooms must be cleaned and maintained according to the restroom checklist provided. **PLEASE DO NOT ADJUST THE HEAT IN RESTROOMS!**
4. Cleaning
  - If the building is not cleaned the party will be billed a minimum of \$25/hour to clean. \*If you do not clean and are billed you have 3 chances to pay, after that you are NOT allowed to rent the hall if you do not pay.
  - All trash must be removed and fresh bags put in cans, this includes in the restrooms.
  - Cleaning checklist will be given.
  - Inspection will be done upon return of keys.
  - \$25.00 refundable (if cleaned properly) deposit required **PLEASE WRITE SEPARATE CHECK**
5. Fee Schedule
  - \$10 for **small** event (birthday parties, private gatherings) 25 people or less
  - \$25 for large event 25-50 people
  - \$50 for open event 50+ people
  - Separate Equipment Rental \$25 (tables/chairs) \*RENTER is responsible for picking up and returning!
  - Rental Waived for Non-Profit Only (heating fee is not waived)
  - IN ADDITION TO REGULAR RENTAL FEES; **HEATING FEES \$10 per day for use of heating during winter and cooler weather months. NO Exception.**
6. Keys are to be picked up prior to the event; **you may not enter earlier than time specified below**, even if you have keys to the hall. If special arrangements need to be made, it is necessary to contact Extension office 24 hours in advance. Please arrange to pick up Exhibit Hall and Restrooms keys upon signing this contract. **Keys must be returned within 24 hours of event. (Saturday events can be returned through the door slot at Extension office).** If signer of agreement does not return keys within 24 hours, signer is subject to being billed at the day rate of event that hall was rented for. Ex: \$10.00 fee per day keys are late.
7. The Adams County Fair Board and the Payette National Forest have an Emergency Facilities and Land Use Agreement. If the fairgrounds and/or exhibit hall are needed for an emergency, the renter(s) that may be affected will be notified ASAP and their payments returned. Renters need to be aware that there may be very little notification given that the hall will be unavailable. An emergency takes priority to an exhibit hall rental.

By signing this Agreement I/we have read the rules, agree to comply and use the building in a prudent and responsible matter. I/we understand that the Adams County Fair, Adams County, Adams County Extension Service and/or any other entity of Adams County is in absolutely **no** way liable for lost or stolen items, damages to people, property or otherwise when is rented by the signer of this agreement and no one entering the building or grounds are able to hold Adams County parties liable. Signer/organization will not hold any of the above parties and people in organizations responsible. Signer of this contract is responsible for property and peoples during the times listed below, including, "set up, clean up and take down" of event, and until the keys are returned to the Extension office. **PLEASE INITIAL STATEMENT!**

**Both Checks can be made to "Adams County Fair Board" This form must be completed and returned prior to the event!**

Today's Date: \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_ Times: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Please include all setting up and taking down including clean up time)**

Office Use Only Fee's Collected: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Received by: \_\_\_\_\_