

**POWESHIEK COUNTY FAIRGROUNDS RENTAL**  
**UPDATED 4/9/18**

**PAYMENTS:**

Payment of the security deposit in full is required within 7 days of the date the reservation is made in order to hold the reservation date(s). Payment of the rental fee in full must be made 14 days prior to the rental date or the reservation will be cancelled and the security deposit will be forfeited. Certificate of Insurance must accompany the rental fee payment.

**CANCELLATION POLICY: Over 60 days prior to rental date full refund of security deposit. 30-60 days prior to rental date ½ of security deposit will be refunded, less than 30 days prior to rental date renter will forfeit entire security deposit.**

**SECURITY DEPOSITS:**

Security deposit will be returned when it is determined that all rented facilities are clean, in order, undamaged and the keys are returned. Security deposits do not apply towards rental fees. **ALL RENTERS WILL BE FINANCIALLY LIABLE FOR ANY AND ALL DAMAGES ABOVE AND BEYOND THE SECURITY DEPOSIT.**

**KEYS:**

No keys will be issued more than 3 days before the starting date of the event listed on the contract. Renter is not to occupy and/or enter the facility before the starting date of their event. All keys **MUST** be returned within 24 hours of the end of the contracted rental date(s). Failure to do so will result in forfeiture of the security deposit. Keys may be picked up and dropped off at the fair office (use the key drop box on the north side of the office door to return keys) **A \$25.00 fee will be charged each time a special trip is made by fair personnel to unlock doors for the renter. Keys are not to be given to other parties. Renter is responsible for all keys issued.**

**INSURANCE:**

**All** renters **MUST** provide proof of liability insurance. There are two (2) levels of coverage which apply: low coverage events (events without alcohol) require a \$300,000 minimum liability insurance coverage; high coverage events (those where alcohol is served) require \$1,000,000 minimum liability coverage. A copy of a "Certificate of Insurance" (which can be obtained by renters from their insurance agency) must accompany the rental fee payment (due 14 days prior to the rental event). High coverage event Certificates of Insurance **MUST** have "host liquor liability" on the policy if alcohol will be served.

**RENTER RESPONSIBILITY:**

1. Care is to be taken when using tables, chairs etc. owned by the association.
2. Heavy or sharp items are not to be pushed across the floor and are to be set on protective covering.
3. No machines/engines with gas, diesel fuel or oil permitted in exhibit building.
4. **NO SMOKING IS ALLOWED IN ANY BUILDING OR BLEACHER/PUBLIC GATHERING AREA. NO ALCOHOL IS ALLOWED ON THE FAIRGROUNDS WITHOUT PRIOR APPROVAL BY THE FAIRBOARD!**
5. Posters, notices etc. are not to be on the doors, walls or panels. The bulletin boards are to be used for this purpose. **TAPING AND/OR ATTACHING ANYTHING (TO EITHER SIDE) OF THE EXTERIOR DOORS OF THE EXHIBIT BUILDING IS STRICTLY PROHIBITED AND WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT.**
6. Grounds and **all** buildings are to be cleared of refuse accumulated during rental (this includes sidewalks). Trash cans are to be emptied and trash taken out to the dumpster. New garbage bags will be furnished and are to be placed in trash cans after they have been emptied.
7. Renters are to sweep floors and wipe up spills. Kitchen counters and tables are to be wiped clean. Buildings and grounds are to be left in the same condition they were in prior to the rental. Stoves and refrigerators are to be cleaned of spills. The grill and area around the grill are to be cleaned and the grill re-seasoned. Tables are to be wiped clean if dirty.
8. Any gates or panels used for outside rentals are to be put back in place.
9. Renters have use of only the building(s) being rented. Other buildings are not to be used without permission.
10. **DO NOT** use any type of glue or hot glue on the walls, floors, tables or chairs.

11. No screws, nails, tacks, staples, or hooks are to be used on the walls, floors or ceilings.
12. **NO LIVESTOCK ARE TO BE ALLOWED IN THE AREAS IMMEDIATELY SURROUNDING THE EXHIBIT BUILDING AND COOK SHACK AS THESE ARE AREAS WHERE FOOD IS PREPARED & SERVED.**
13. **ONLY PAINTERS TAPE IS ALLOWED FOR MARKING OFF FLOOR AREAS OR SECURING ELECTRICAL CORDS INCLUDING DECORATIVE LIGHTS. NO TAPE OTHER THAN PAINTERS IS ALLOWED FOR ANY REASON ON THE FLOOR.**

**DUMPSTER USE:**

Only trash and items accumulated during the rental period are to be put in the dumpster. Renter is not to use the dumpsters for disposing of their personal trash from home or business. No large items such as furniture, bed springs/rails etc. along with paint or combustible items are to be put in dumpster. Only garbage from the Kitchen & Bathroom cans is allowed. **A \$50.00 charge for disposal other than basic Kitchen & Bathroom garbage is required.**

**TABLES & CHAIRS:**

Tables & chairs located in the Exhibit Hall will be included with rental of the Exhibit Hall. 20 Round tables are available for rent. Renters may bring in their own tables and chairs to use.

Round tables belonging to the PCFA are not to be used if they have not been rented.

**Facilities Available For Rent (contact fair office at 641 236-7959 for rental fees):**

Exhibit Building [60'x125']

Exhibit Hall Big Room Only [60' x 100']

Dining Room/Kitchen Only [25'x29']

Additional Days available when renting Exhibit Building for 3 consecutive days

Additional Days available when renting ProLine Building, Horse Arena, Covered Showring and Barns

Pro-Line Building [seasonal]

Covered Showring

Horse Arena

Horse Stalls

Cattle, Sheep, Horse or Swine Barn

Shower House

Non-Fair Camping (electric & water included)

**NOTE: Exhibit Building – Serving of alcohol @ Wedding or Anniversary Receptions Only -- All Rentals Must Have Board Approval To Serve Alcohol**

**The Poweshiek County Fair Association will not be responsible for thefts committed or accidents occurring on the fairgrounds or in buildings. The Association reserves the final and absolute right to interpret all rules and regulations and to arbitrarily settle and determine all matters, questions and differences connected with or incident to the buildings and grounds.**

**RENTERS WILL AGREE TO COMPLY WITH THESE GUIDLEINES OR FORFEIT DEPOSIT AND POSSIBLE FUTURE RENTALS.**