

Allamakee County Fairgrounds

Pavilion Rental Agreement – Reception Use

1. The total cost of renting the Pavilion is **\$950.00**. A booking/reservation fee of **\$450.00** is due within ten (10) days after receiving this contract to reserve and hold your requested date. The remaining payment of **\$500.00** is due the week of the event when you receive the key to the Pavilion.
2. There is a **\$200.00** security/clean-up deposit due at the time that you receive the Pavilion key. **Please write out a separate check for this deposit.** If the terms of your contract are met and there is no damage to the Pavilion building or fairgrounds, and clean up has been completed as stated in this contract, the deposit check will be returned to you or destroyed at your request.
3. **Absolutely no taping or gluing of any signage or decorations to the front doors of the Pavilion.** Use of the Fairgrounds Marquee Sign is included with rent; please note what you would like the sign to read at the bottom of this contract.
4. You are permitted to hire any caterer and may utilize the kitchen area to stage your meal. We are not a full-service kitchen and cooking your food at the pavilion is not permitted. Use of the kitchen and appliances are for set up, warming, cooling and clean up at your event.
5. A fenced in area (to the west of the entrance doors), including the use of picnic tables, will be an extra charge of **\$100.00**.
6. Set up and use of an extra bar, for inside use only, will be **\$200.00**.

Bar Use and Regulations

1. The Pavilion management reserves the right to the bar; this includes verifying the age of anyone requesting an alcoholic beverage or beer. The Pavilion will use hand stamps or wristbands during the event to facilitate guests and bartending staff. The bar will be available with alcohol being served for all scheduled events as requested (exception will be during teen dances). The Pavilion will provide its own bartenders for the event.
2. The Pavilion bartenders, in conjunction with the Allamakee County Agricultural Society's State of Iowa Liquor License rules and regulations must serve all drinks.
3. **Absolutely NO** beer, liquor, champagne, wine or other alcohol may be brought in to the Pavilion or consumed on the fairgrounds during your event. If you have a special request, such as keg beer, open bar, ticketed drinks, champagne, wine or other alcoholic drinks, please contact the Pavilion manager at least two (2) weeks before your event.
4. There is **one** keg allowed per event at the price of **\$225.00**, cups are included.

Other Rules and Regulations

1. **The renter is responsible for the following clean-up procedures:**
 - A. **The Pavilion is a smoke-free environment**
 - B. ALL tables and chairs in the dance area must be clean and cleared from the area prior to the beginning of the dance. It is the responsibility of the renter to clear this area.
 - C. ALL plates, glasses and tableware must be cleared from the tables by the renting party.
 - D. The kitchen area must be thoroughly cleaned, tables washed, dishes washed and appliances cleaned. All garbage must be cleaned up and placed in the dumpster behind the Pavilion. If the caterer did not complete the task, then it is the responsibility of the renter to do this task.

- E. All decorations must be removed after the event; this includes any tape, nails and/or staples used while decorating. **Due to fire safety concerns, absolutely NO lit candles or lanterns will be allowed.** Battery powered candles and lanterns etc. are allowed. Renter must provide their own extension cords. You may use the Pavilion the following day until 4:00pm for clean-up or gift opening free of charge, if there is no other event scheduled that day.
- F. The Allamakee County Agricultural Society and Pavilion facility are to be held blameless in the event of accident while this agreement is in force.

Cancellation Policy

If you cancel your event and we are able to rebook the date, the booking party will receive **\$325.00** of the \$450.00 deposit.

If the date cannot be rebooked, the deposit will be **forfeited**.

I/We (please print) _____ accept the above contract and agree to rent the Pavilion facility for the date of _____.

Signature(s) of person (s) responsible for the Pavilion rental:

Contact information: Address: _____

Telephone: _____

Dated this _____, day of _____, in the year _____.

Please sign one of the contracts and return the signed copy of the contract with your \$450.00 booking deposit to the address below within 10 days. Retain one copy of the contract for your records. Make checks payable to Allamakee Agricultural Society. Thank you!

**Jenny Rosendahl
21 3rd Ave NE
Waukon, Iowa 52172**

Please write here exactly what you'd like the Fairgrounds Marquee Sign to Read for your Event:
