

ONEIDA COUNTY EVENT CENTER RENTAL AGREEMENT

This is a request for Oneida County Event Center (hereinafter "Facility") reservation. Please complete all information. Incomplete information will result in a delay in the review of this agreement. The following information is requested to assist in the review and consideration of your request to rent Facility. Requests shall be determined on a first come - first served basis.

RENTER INFORMATION

- ☐ Company/Organization Name: (event host, hereinafter "Renter") _____
- ☐ Contact Name: (who will sign the agreement) _____ Title: _____
- ☐ Mailing Address: _____
- ☐ City: _____ State: _____ Zip Code: _____
- ☐ Daytime Phone: _____ Evening Phone: _____ Email: _____

EVENT INFORMATION

- ☐ Event Name: _____
- ☐ Event Description: _____
- ☐ Event Date(s): _____ Estimated Number of Attendees: _____
- ☐ Event Start Time: _____ Event End Time: _____
- ☐ Additional Set-Up or Tear Down Days (if needed): _____
- ☐ Paid Admission Event: YES ____ NO ____ cost _____ Event Open to the Public: YES ____ NO ____
- ☐ 501(c)(3): YES ____ NO ____ Non-Profit Name: _____ Tax ID #: _____
- ☐ Will Alcohol Be Served/Consumed? YES ____ NO ____ (if sold at event, county permit (\$20/day) must be provided and present at event)

RESERVATIONS: Reservations will be made through the Building Manager, Shelby Blackner, 435-994-6228. Payment will be made at the Oneida County Courthouse, Clerk's Office.

FEES

Oneida County (hereinafter "County") requires a rental fee and/or a deposit from Renter, which will be collected by County, in Cash, Check or Credit Card. The Rental Fee will reserve your date.

Your Credit Card will not be charged a Deposit Fee if the Event Center has been properly cleaned, and no repairs needed, or damage has taken place.

FACILITY

- Deposit for Facility: \$250.00 per event.
- Building Rental: Arena including Kitchen: \$50 per hour up to 4 hours. \$300 anytime over 4 hours.
- Conference Room Rental: Including Kitchen: \$25.00 per hour up to 3 hours, \$100 anytime over 3 hours
- County may charge an additional amount for any event continuing past the ending time stated in this agreement.
- Renter is responsible for any lost keys, and any costs that County might incur to replace and/or re-key the Facility.

Renter shall be responsible for any and all damage to the Facility and/or its contents during use. In the event the Facility is damaged or not returned to the condition it was received, then Renter shall be charged for any and all janitorial and/or repair fees, and costs including time and materials, incurred by County as a result of the same, and these fees and costs shall be charged to Renters Credit Card and/or taken out of the Deposit provided by Renter. Renter will be notified of any charges being made.

SET UP / CLEAN UP / DECORATIONS

- Renter and any caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter shall be responsible for arranging access during the time requested for entry and exit of the Facility.
 - Renter shall not prepare or decorate the Facility prior to the event start time unless Renter provides rental fees and deposits for the time of the preparation and/or decoration.
 - Renter shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Facility.
 - Renter shall be responsible for all clean-up of the Facility at the end of the rental. Renter shall also leave all fixtures, if any, in good working condition.
 - Check list of items to be done at end of event will be provided. At the end of the Event, the List will be returned and signed with the key, to the County.
- ✓ **GARBAGE:** Renter shall pick up, bag, and remove all trash, leaving the Facility and outside areas clean and free of all trash and litter. Including the outside areas, around Event Center and Parking Area.
- ✓ **TABLES & CHAIRS** Renter is responsible for covering tables with their own tablecloths. Tables and Chairs are to be set up by Renter and put away with all tape removed when finished.
- ✓ **VACUUM, SWEEP AND MOP FLOORING.** Clean up all spills including on carpet.
- ✓ **RESTROOMS/TOILETS** Renter is to check and flush all toilets and empty trash containers.

EQUIPMENT / ACCESSORIES

- Renter shall not remove, relocate, or take County property outside of the Facility for any reason.
- The Event has limited audio/visual equipment that may be available upon request at an additional fee. (\$25.00 microphone. \$25.00 for audio/visual equipment)

MISCELLANEOUS

- Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.
- No animals are permitted at the Facility, with the exception of service dogs. The 4-H dog club has permission to use the facility, with a commitment to clean up after their usage.
- If Renter violates any part of this agreement or reports false information to County, the County may refuse Renter further use of the Facility and Renter shall forfeit a portion of or all of the deposit.

- Any person aggrieved by County's decision with respect to this agreement may appeal to the Oneida County Commissioners in writing no later than five (5) days after County's decision has been communicated to the aggrieved party.

THE COUNTY SHALL:

- Permit Renter to occupy the space as written above, to prepare buildings or the erect temporary booths, which Renter may use during the rental periods.
- Use reasonable safeguards against fire, theft, and accidents, but does not assume any liability for damages to goods or property of Renter from fire, theft, water or storm, or any liability for accidents to persons or property caused under, or by virtue of the apparitions of Renter under this agreement.
- Have a lien upon any and all property stored, used or located in Facility, or elsewhere upon the fairgrounds by the Renter for any and all damages sustained by the breach of this agreement or otherwise caused by the Renter, and shall have the right to restrain such property or any part of it without process of law, and may appropriate any or all such as its own to satisfy and such claim.
- Reserve the right to all food concession, unless otherwise permitted. If additional vendors are permitted, then any menu must not compete with menu(s) of fixed site.

THE RENTER SHALL:

- Obtain approval for erection of buildings, tents, enclosures, structures, and signs outdoor from County. Any items left after the rental agreement ends become the property of the County, to make such disposition as they shall see fit.
- Not do any additional electrical wiring without permission of County.
- Not permit any ale, beer or intoxicating liquor of any kind to be sold by the Renter, his employees, agents or guests without proper permit.
- Comply fully with all federal, state, and local laws.
- Agrees to furnish security at its own expense as is deemed necessary for protection of valuable displays and building during the event day and night.
- Renter shall provide a security deposit of \$250.00, payable to County when reservation for facility is taken and the Agreement is signed. Payment will be held as a security binding. Deposit will be refunded if notification of cancellation is received 30 days prior to event or upon final inspection of facilities, provided there has been no damage and facility is returned in same condition as received and the provisions of this Agreement are met.
- Follow all other terms and conditions of this agreement.

Renter will pay the building rental fees **thirty (30) days prior to the event (unless other arrangements are made prior to the event) in the amount of:** _____

The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.

Signature _____

Date _____

Print name _____

ONEIDA COUNTY USE ONLY: Rental fee _____ Deposit _____ Total paid _____ Deposit returned _____

EVENT CENTER CLEANING LIST- (these apply to the rental of the conference room & arena as well)

At the conclusion of your Event please check off each item as completed, sign and date this form and return to the County, with the keys.

All trash containers need to be emptied and liners replaced, trash is to be placed in outside receptacle-
Large Trash receptacles are located outside for collection-

Sinks cleaned with no debris left inside _____

Toilets flushed and debris removed from stalls _____

Floors swept and spills mopped _____

Carpet vacuumed and debris disposed of _____

Tables and Chairs are to be clean and put away (tape removed) _____

Signed by _____ Date _____

Table and Chairs counts and sizes

Tables-

27- 8 foot Banquet Tables (seat 6-8)

Lap length 72x120 inches

Floor length 90x156 inches

18- 72 inch round tables (seat 8-10)

Lap length 120 inches

Floor length 132 inches

Chairs-

250 white life time chairs

100 Black banquet chairs