

Showcasing local talents and the heritage of Mille Lacs County in an educational, fun and entertaining atmosphere.



BUILDINGS AND GROUNDS AGREEMENT

Checks made payable to: *Mille Lacs County Agricultural Society*
Mail this agreement and all required documentation to:

Mille Lacs County Agricultural Society
PO Box 595
Princeton, MN 55371

The following rental agreement for the Mille Lacs County Agricultural Society (aka Fair Board) has been agreed upon by both parties (Mille Lacs County Agricultural Society and the renting party). Both parties are to retain a signed copy of this agreement. *Please submit your rental agreement by the 5th of each month for consideration by the Mille Lacs County Fair Board, they must approve your agreement and request.*

Multi-party grounds rental of the grounds, buildings, equipment and/or materials must include a written proposal for consideration and approval by the Fair Board. The Fair Board has the right to refuse any rental agreement request.

Written proposals shall include:

1. Completed ground rental application.
2. A detailed explanation of the event including the hours, the responsible project manager, activities to be conducted on site, and the buildings, equipment, materials that will be required, as applicable.
3. A detailed explanation of the assistance requested from members of the Fair Board.
4. A detailed map or layout of Fairground assets as well as items to be brought in.

A mandatory meeting must be held 2 weeks (or more) in advance to review renters detailed written set up plan. All paperwork and payments must be made at that time. Any paperwork, deposit payment or rental fee received after that time will have an additional \$150.00 cost added to the rental fee(s).

Please print legibly or type; unreadable applications will be returned.

Renter: _____

Contact Person: _____ Phone: ____-____-____ Cell: ____-____-____

Address: _____
City State Zip

E-mail: _____

Requested Rental Date(s): _____ / _____ / _____

Times for Open/Close: _____ / _____ / _____
Open/close Open/Close Open/Close

_____ Open ATM for event use.

_____ JPG format flyer to promote event on Facebook; email to millelacscountyfair125.com

This rental Agreement must be accompanied by:

- Check for Rental Fee (cash not accepted). Must provide proof of 501c(3), (7) or (9) status to receive reduced rates.
- Liability Insurance in the amount of \$1,500,000 (liability per occurrence) naming Mille Lacs County Agricultural Society as an additional insured. (Waived for events six (6) or fewer hours and without alcohol)
- \$500 Damage Deposit (non-profit organizations). Must provide proof of 501c(3), (7) or (9) status to receive reduced rate.
- \$1,000 Damage Deposit (all other renters)
- Signed Hold Harmless Agreement
- MN ST-19 is required for all renters. [Form ST-19 \(state.mn.us\)](http://state.mn.us)

Agreements not accompanied by the above items will be returned in their entirety to the Renter's Contact Person or applicant.

Renter is liable for all damages and theft to property rented. If the total of the damages/loss is greater than the deposit, it is the responsibility of the Renting Organization to pay the balance.

- All prices include appropriate and required sales tax.
- Rental of a building includes access to the grounds as applicable.
- Buildings and areas not included on the list are not available for rent or use.
- Posting on and in buildings/structures/fences is not permitted.
- Grounds cleanup is the responsibility of the Renting Organization. They may clean up themselves or pay \$300 for the Fair Board to arrange for site cleanup. Fair Board will approve if cleanup is acceptable for deposit to be returned.
- Renter is responsible for providing their own 55 gallon trash bags. The Fair Board will provide containers for the placement of the bags. Renter is further responsible for placing full trash bags in the dumpsters that are available on grounds.
- If the restrooms are rented, the fee is required; Renters are not allowed to clean the restrooms.
- All items must be removed at the end of rental.
- There is limited access on Fridays April 1-Labor Day for any set up.

Check here to indicate rental	Building Name or Grounds Area	Size (In Feet)	Amenities	Daily Rate For Profit	Daily Rate Nonprofit
	Entertainment Pavilion	88 x 104		\$350.00	\$225.00
	PA System			\$200.00	\$150.00
	Commercial Building	48 x 104		\$500.00	\$300.00
	Dairy Barn	30 x 180		\$200.00	\$150.00
	Heritage Building	26 x 30		\$200.00	\$150.00

Check here to indicate rental	Building Name or Grounds Area	Size (In Feet)	Amenities	Daily Rate For Profit	Daily Rate Nonprofit
	Bingo Pavilion	30'x40'		\$200.00	\$150.00
	Horse Arena			\$350.00	\$225.00
	Horse Barn	32 x 160		\$200.00	\$150.00
	Livestock Pavilion			\$1,100.00	\$600.00
	Sheep/Goat Barn	24 x 104		\$200.00	\$150.00
	Poultry Barn	30 x 60		\$350.00	\$225.00
	South Grounds			\$600.00	\$350.00
	All Buildings and Grounds	Not included Track, Open Class, 4-H buildings		\$3,100.00	\$1,600.00
	Grounds Only, No Buildings	Track not included		\$1,600.00	\$850.00
	Grounds Field Lights			\$150.00	\$150.00
	Grandstand Restrooms		Each day	\$250.00	\$250.00
	Porta-potties		Each day	\$110.00	110.00
	Grounds Cleanup			\$300.00	\$300.00
	Food Vendor Electrical Conn		Per unit per day	\$100.00	\$100.00
	Negotiated Items				
Total Cost					

Equipment

The following items are available for use:

Item	Available	Requested	
Banquet Tables	28		
Picnic Tables, Plastic	12		
Plastic Folding Chairs	250		
Bleachers, 5-Row	10		
Bleachers, 3-Row	4		

The Renter is responsible for the set up, cleaning, and take down of banquet tables, chairs and plastic picnic tables if they are used by the renter. The Fair Board will place bleachers based on a map provided by the Renter.

Circle Which Gates to Open:

Northeast Pavilion Parking Area Main Southeast Southwest
 Northwest

Applicant Authorized Signature

Mille Lacs County Agricultural Society

Date

Date

For Fair Office Use Only:

Date Application Received: _____	
Application Complete:	
<input type="checkbox"/> Yes	Payment: Check # _____ Deposit: Check # _____ Credit Card _____
<input type="checkbox"/> No	Date Returned: _____
Director responsible for opening/closing: _____	Deposit to be Returned: Y / N
Ag Society assistant _____	