

Stanton County Fair Board
PO Box 228
Stanton, NE 68779-0228
402-439-2003

Rental Agreement

Community Building: _____ Dining Hall: _____

Date: _____

Renter Name : _____

Address: _____

Phone: _____

This serves as a contract between the above listed person (Renter) and the Stanton County Fair Board.

The Renter will have the use of the Community Building / Dining Hall on the date(s) specified above between the approximate hours of 6 A.M. and 1 A.M.

Rental Fees:

Community Building –

All day, per day \$350

Additional day for set up prior to event \$25 (if available)

Additional day for cleanup following event \$25 (if available)

Dining Hall –

All day, per day \$100

Rules and Regulations

1. The rental fee must be paid at least one month prior to the event. An additional fee will be charged if there is any damage.
2. Do not use staples or tacks on the tables. Tape is permitted. Balloons are not allowed in the building when the heating system is turned on. No vehicles will be allowed in the building without the consent of the Fair Board. All decorations must be taken down, and the facility is expected to be cleaned and trash disposed of immediately after the event. Cleaning supplies are in the closet by the kitchen. Clean up includes the following:
 - a. Tables and chairs must be wiped off and put away.
 - b. All floors must be vacuumed, swept and damp mopped, as needed.
 - c. All restrooms must be cleaned, including sweeping, mopping the floors, cleaning the sinks, toilets, mirrors, and taking out the trash. Replace the trash bags in the trash cans.
 - d. If kitchen is used, this area should be completely cleaned including the sinks, mopping the floor, bagging and putting all trash out in the dumpster and

Community Building Location of equipment / supplies provided:

- Key located to left above front door to unlock doors. Please leave by door.
- Air conditioner controls are located below each unit. The key is attached to the rental key for opening the boxes. Please turn off when finished.
- Heating controls are located on the west wall (2 units). Please turn to lowest temperature when finished.
- Air conditioner and heater controls for the kitchen and bathroom are located on the east wall of the kitchen. Please turn off air conditioner in the summer and set to 50 degrees in the winter.
- Light switches are located next to the front door and inside the kitchen door. The lights for the stage are located on the back of the stage.
- Fan switches are located on the back of the stage.
- Sound / microphone system – need to request the key for use and operation of the system prior to the event. A separate deposit may be required for use of the sound system.
- Tables and chairs are located under the stage and in the storage area between the bathrooms.
- 30 – 6’ tables (seat 180 people) these tables and chairs are located in the storage area between the bathrooms – please return these to the racks and put back
- 30 – 8’ tables (seat 240 people) these tables and chairs are located under the stage – please return these to the racks and put back
- 9 – 9’ wood tables; these tables are located along the walls
- 500 chairs – please return new chairs on racks with new tables
- Water serving pitchers - 15
- Coffee serving pitchers - 12
- Serving carts – 2
- Coffee pots – 2 serve 100 people each
- Trays
- Refrigerator – 2
- Microwave
- Miscellaneous utensils

Dining Hall Facility provides:

- Heating control is outside the kitchen. Air conditioning unit in the window. Please turn off air conditioner when finished. Turn heat control to 45 degrees.
- Tables – 15’ wood tables (4), 8’ wood table (1)
- Chairs – 70 chairs
- Coffee pot – 1 serves 30 people
- Refrigerator
- Stove / oven
- Miscellaneous utensils
- Coffee pitchers – 5
- Microwave