

License Agreement



Name _____
 (Name of Bride & Groom if wedding)

Person to Receive Billing Information _____

Billing Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

2nd Contact _____

Phone _____ Email: _____

RENTAL SUMMARY	
Rental Date	_____
Hall Rental \$900	_____
Stage Use \$50	_____
Friday Decorating(8am-5pm)\$200	_____
Rehearsal Dinner(5pm-10pm) \$150	_____
Sunday Access (8am-12pm) \$100	_____
Serving Alcohol yes or no	_____
Cleaning Crew \$200/\$150	_____
Garden Building/Gazebo \$200	_____
Conference Room Only \$150/\$200	_____
Rental Fees Due	_____
Down Payment Enclosed	_____
(50% of Hall Cost \$450)	_____
Damage Deposit	_____
(Due 30 Days Prior to Event)	\$500

License of this property will be for the following dates : _____

Reception/Event Time _____ @# Attending _____ Ceremony Time _____

This License, executed in Linn County Iowa, this day _____ of _____, _____ between The Linn County Fair Association and _____ hereafter called 'Linn County Fair Association' and 'Licensee. The Linn County Fair Association hereby Licenses to the Licensee for the purpose of: _____
 (Wedding/Reception, Horse Show, Family Reunion, etc.)

Note: The Licensee shall NOT sublet or License the premises to any other person or party without written consent from the Linn County Fair Association.

The Licensee shall maintain all buildings, trees, shrubbery, flower gardens, and fencing in the same condition it was viewed at time of rental. All expenses for cleaning will be paid for by Licensee.

Certificate of insurance listing the Linn County Fair Association is required at time of key pickup. An example form can be found in your rental packet.

Key pickup is available the Friday before rental from the Linn County Fair office during normal business hours (8am – 12pm)

Requirements for renting our facilities after close of your event are listed in detail on the 'Cleaning Guidelines' within your rental packet.

No pets, other than service animals, are allowed within the Lynn Dunn Memorial Building or Garden Building.

Exhibit Hall Rental Package (Prices as of January, 2017)

LDM Hall Rental: \$900

Lynn Dunn Exhibit Hall, Tables & Chairs
Serving Kitchen and Conference Room
Garbage Pickup (one dumpster)

Stage Use \$50

(Six 6' x 8' sections available)

Alcohol: will be served at event
 will not be served at event

Serving Alcohol:

All events choosing to serve alcohol will have a staffed bar included with their event package (cost of alcohol not included in package)

All events will need to purchase all alcohol being served during the event through the Linn County Fair Association.

* See Bar Service Form for available options. Bar service order must be finalized 30 days prior to event.

Exhibit Hall Rental Add Ons:

- Friday Decorating \$200** *Building access 8am-5pm
- Rehearsal Dinner \$150** *Building access 5pm-10pm
- Sunday Access: \$100** *Building access 8am-12pm
- Cleaning Crew: \$200** for Wedding/Reception Events
\$150 for Non-Wedding Events
By selecting this, Licensee is not responsible for 'Cleaning Guidelines'

Additional Rental Options:

- Garden Building & Gazebo: \$200**
- Conference Room: \$200** (Saturday or Sunday)
\$150 (Monday-Friday)
*Conference Room & Kitchen, Tables & Chairs, & Garbage Pickup
If serving alcohol, please see requirements under hall rental above

*501 C-3 Non Profit Organizations, 4-H, FFA, and Fair Association members
in good standing receive 25% off rental price*

Down Payment: 50% of the rental cost is due at time of application.

Building Curfew: No one is allowed in the building from 1am to 7am.

Key/Damage Deposit: \$500 key/damage deposit is due 30 days prior to rental. Check will be cashed and a refund of deposit will be issued one week after event pending inspection. Deposit will be refunded to issuer of check. Failure to return keys will forfeit deposit. All damage to fixtures or property will be billed at replacement cost or \$10 per hour for repairs.

Building Cleanup: Must be completed directly following event. Failure to complete clean up by end of rental designated time will forfeit your damage deposit. Optional cleanup package available (see above).

Cancellation Policy: All cancellations must be confirmed 60 days prior to event or Licensee forfeits down payment

Alcohol: All events will have a staffed bar included with their event package (cost of alcohol not included in package). If renter chooses not to use bar service, no alcohol may be served at event. All events will need to purchase all alcohol being served during the event through the Linn County Fair Association. If found serving alcohol not purchased through the Linn County Fair Association, the damage deposit will be forfeited.

Inspections: Linn County Fair Association reserves the right to complete inspections before and during events.

PLEASE INFORM FAIR OFFICE OF ANY DAMAGE PRIOR TO EVENT. DAMAGES UNREPORTED WILL BE RESPONSIBILITY OF RENTER.

Proof of Insurance: Licensee shall provide the Linn County Fair Association proof of insurance

Other:

- Maintenance of the water and electrical service shall be the responsibility of the LCFA
- The LCFA shall have the right of utilizing the premises by leasing the same day to any other group so long as the same is not inconsistent with the program of activities that have been approved by the Licensee
- The LCFA is to be held blameless in the event of injury or accident, and/or in the event of a building destruction caused by an act of God while this agreement is in force
- The License is not a continuous License, and any improvements made by the Licensee shall become property of the Linn County Fair Association

I have read the above terms and conditions and agree to all conditions listed on page one and two of this contract.

I have reviewed and agree to all rental guidelines.

Licensee Signature and date

Signature of Insurance Policy Holder and date