

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	_____
Check one:	
_____ Package A \$750	
_____ Package B \$800	
_____ Package C \$850	
Friday Decoration(8a-5p) \$100	_____
Rehearsal Dinner (5p-10p) \$150	_____
Sunday Access (8a-12p) \$100	_____
Bar Staffing Service \$100	_____
Cleaning Crew \$200/\$150	_____
Garden Building \$100	_____
Conference Room Only \$150	_____
Rental Fees Due	
Down Payment Enclosed	
(50% due with application)	
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 Packages (Prices as of May, 2015)

Package A: \$750

Lynn Dunn Exhibit Hall, Tables & Chairs, Serving Kitchen
Serving Alcohol (Beer, Wine, & Wine Coolers ONLY)
Garbage Pickup (one dumpster)

Package B: \$800

'Package A' PLUS Stage Setup
(Six 6' x 8' sections available)

Package C: \$850

'Package B' PLUS Conference Room

Staffed Bar Service: \$100 (Plus Alcohol Cost)

Staffed bar for event plus choice of 3 beers, Flavored Beers/, 2 wines

* See attached list of available options, must be booked 30 days prior to event

Additional Packages (Prices as of May, 2015)

Conference Room: \$150

Conference Room Rental, Tables & Chairs, Garbage Pickup
(Kitchen use subject to availability, Serving alcohol additional \$50)

Garden Building: \$100

Can be added to any rental package

Friday Decorating: \$100

Access to the Lynn Dunn Memorial building from 8am – 5pm

Rehearsal Dinner: \$150

Building access 5pm – 10pm, per Exhibit Hall Rental Package

Cleaning Crew: \$200 for Wedding Events

\$150 for Non-Wedding Events

By selecting this, Licensee is not responsible for 'Cleaning Guidelines'

Sunday Access: \$100

Building access 8am – 12pm per Exhibit Hall Rental Package

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 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: No hard liquor in facilities, if caught serving hard liquor in facilities you will forfeit your damage deposit. If serving alcohol (must be part of rental package), an Alcohol Monitor must be provided, see Rental Guidelines. A staffed bar package is available for \$100.

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

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

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