

Our 161st Fair
July 15-19, 2020



PO BOX 442 – 1008 CENTRAL AVE. WEST
HAMPTON IA 50441

Phone: 641-456-2049 Fax: 641-456-5126

& Convention Center

Email: fcfair35@yahoo.com

www.franklincountyfair.com

RENTAL OPTIONS:

Weekend Rental (Friday or Saturday) - \$700.00

Weekday Rental (Sunday through Thursday) - \$500.00

Additional Day(s) to Set Up and/or Tear Down - \$125.00 for each additional day

Half Day Rental (Monday thru Thursday) 4 hours - \$200.00

For Profit Event - \$1000.00

Payment by credit card is subject to a \$5.00 credit card fee

FRANKLIN COUNTY CONVENTION CENTER – LEASE AGREEMENT

The following agreement has been made by and between the Franklin County Agriculture & Fair Association of Hampton, Iowa for rental of the Franklin County Convention Center.

Name of Lessee: _____ Phone: _____

Address: _____ Email: _____

Type of Event: _____ Date(s) _____

Names of Celebrant(s) _____

Approximate number of people expected: _____ Do you wish to have alcohol served? Yes _____ No _____

RENTAL: One half of the rental fee and any additional days rented, is due at time of signing this agreement. **THIS DEPOSIT IS NON-REFUNDABLE.** One postponement date (within one year of postponement) will be allowed. The balance of the rental fee, the security deposit and any pre-purchased alcohol is due no later than the morning you come in to set up.

SECURITY DEPOSIT: The Security Deposit is equal to your rental fee. This deposit should be in separate check. **Security Deposit in the amount of \$1,000.00 is due when you pick up the key and prior to set up.** If the premises and/or property is left in the condition agreed upon, and the rules are followed, the deposit will be returned. A checklist will be provided to you (also posted in the kitchen) as to the expectations. If the property is not satisfactory, part or all of the security deposit may be kept by the Lessor.

I, the undersigned being 21 years of age, am authorized to make this reservation. I agree to pay the balance of the rental fee, any alcohol purchases and security deposit prior to setting up for the event. I agree that the security deposit may be applied to satisfy any clean-up (beyond normal) and/or damage caused by any persons attending the event. I understand that if damages and/or clean-up exceed the security deposit, I will be held responsible for full payment.

I understand that FAILURE TO FOLLOW THE RULES may result in the forfeiture of all or part of the deposit. I agree to assume full responsibility for the acts, negligence or omissions of this event while in the Franklin County Convention Center. I acknowledge that I have received a copy of this Rental Agreement as well as the Rules & Regulations (if mailing, please make photocopy and retain for your records).

Lessee

Date:

For Franklin County Fair Convention Center

Date:

<i>Office Use Only:</i>		
Rental fee	\$ _____ (half due at time of booking)	\$ _____
Additional Days	\$ _____ (due at time of booking)	\$ _____
TOTAL DEPOSIT		\$ _____
DEPOSIT PAID OF \$ _____	Paid by Check/Cash/Credit Card _____	

<u>Balance due prior to receiving key and setting up:</u>		
Rental Fee		\$ _____
Kegs: _____ x \$250.00		\$ _____
Wine:		\$ _____
Drink Tickets:		\$ _____
Coffee Pot(s)/Roaster(s) x _____ =		\$ _____
Misc. _____		\$ _____
	<u>TOTAL BALANCE DUE</u>	\$ _____
BALANCE OF \$ _____	paid by Check/Cash/Credit Card _____	
Security Deposit: \$ _____	paid by Check or Cash (no credit card) _____	

RULES & REGULATIONS

FURNISHINGS & CAPACITY: The Franklin County Convention Center can comfortably seat 450-500 people. Maximum capacity with tables & chairs is 525. There is no seating in the bar area. There are 21 – 5' round tables (seat 6-8). There are approximately 50 (96" x 30") rectangle tables (seat 8-10). There are ample chairs for the above tables. Additional tables & chairs available upon advance request. There are lattice panels and a lattice arch available for use. There is a sound system available. You will need to make prior arrangements with Convention Center Office for use of sound system.

KITCHEN: The Convention Center has a catering kitchen (no stove is available). It is equipped for food to be brought in and served. There is ample refrigerator space and a small chest freezer as well as a microwave. We have six roasters and four coffee pots (3-100 cup and 1-60 cup) available for rent. Rental is \$10.00 per roaster or pot.

The kitchen must be cleaned after your event. This includes wiping down the counters and appliances (inside & outside). You need not mop the floor but please clean up any food/drink spills. You must remove or dispose of all items at the end of your event unless other arrangements have been made. Paper towels and cleaner are available in the kitchen.

FOOD/ALCOHOL: The Convention Center has a full bar including: canned beer, wine, wine coolers and liquor. Bartenders and glasses are furnished. All alcohol must be purchased through the Franklin County Convention Center. Renter CANNOT bring in their own alcoholic beverages. If any outside alcohol is brought in the Convention Center (includes the parking lot), your security deposit may be forfeited.

Beer orders should be placed with the Convention Center Office **ten days prior to your event**. Kegs are \$250.00 per keg for domestic beer. *This price is subject to change.* Each keg serves approximately 130-16 oz. glasses. Wine orders should be made a minimum of three weeks prior to your event. Drink tickets (open bar) may be purchased for your event. Arrangements must be made with Convention Center Manager prior to your event.

The bar closes when the music stops or no later than midnight.

You are encouraged to bring in any non-alcoholic beverages for your guests. The Franklin County Convention Center has no restrictions on food caterers.

DECORATIONS: The string lights and Tulle on the ceiling are free for your use. The lights are turned on in the bar. The bartenders will turn them on when they arrive. You may not hang anything from the ceiling fans. If you have balloons hanging on the ceiling you will not be able to operate the ceiling fans. Decorations on the walls are allowed. There are permanent hangers on the walls for this purpose. The bar

is not open for decorating. All decorations should be able to be brought through the walk in doors. Opening the overhead door is prohibited.

CLEAN UP: Extra garbage bags are available for your use. They are located in the kitchen first cabinet on your right. Behind the kitchen door are brooms and a mop. Paper towels and cleaner are also available in the kitchen.

The Lessee will be responsible for cleaning all spaces utilized following the event. See kitchen cleanup above. Tables and chairs must be cleared (tape etc.) and placed neatly on racks in storage room. You are not required to sweep the floor BUT any excess garbage on the floor must be picked up. This includes, but is not limited to gum, candy, popcorn, grasses, straw, food or decorations. **ANY LIQUID MUST BE WIPED UP!**

A dumpster is provided off the southwest corner of the Convention Center. DO NOT drag garbage through the main entry. Remove garbage through the south kitchen door. Any large messes in the restrooms must be cleaned up. Garbage from the restrooms must be taken to the dumpster. Please check the grounds around the Convention Center and parking area for garbage.

CLIMATE CONTROL: There are four furnace/air conditioning units in the center. You may regulate as you see fit. Please remember that in extreme heat, keeping outside doors closed will aid in keeping the center cool. If you wish to have the ceiling fans turned on, please request the bartenders to do so. There is a separate thermostat which controls the kitchen. After your event, please turn off all four units in the Convention Center and adjust the kitchen thermostat to 60 degrees (heat) or 75 degrees (air)

KEY PICK UP/RETURN: You will be given a key to the building when you come in to set up for your event and balance of rental etc. are paid. In the event that you are going to set up after regular office hours (9:00 a.m. – 3:00 p.m.), you are responsible for picking up the key during those hours. The key may be left in the drop box on the west side of the Convention Center after your event. Failure to return the key within three days of rental will result in \$100 being deducted from your security deposit. You are responsible for making sure ALL doors are securely shut and locked before you leave the building! **PLEASE MAKE SURE THE OUTSIDE KITCHEN DOOR IS SECURELY SHUT AND LOCKED!**

Failure to follow the rules and regulations may result in forfeiture of part or all of your security deposit.

Thank you for choosing the Franklin County Convention Center for your event!