



FRANKLIN COUNTY FAIR & CONVENTION CENTER

Convention Center Contract

Premier Venue

Premier venue located in Hampton, Iowa
Fully equipped with options available to meet the needs of your event or celebration

Office: 641-456-2049

Email: Fcfair35@yahoo.com

	Half Day 4 Hours	Full Day	Additional Days Set Up/Clean Up Half Day
Main Hall (Friday-Sunday)	NA	\$1000	*Main Hall not available for half days Friday-Sunday *Daily rental available only during off season months.
Main Hall (Mon-Thurs)	\$500	\$800	\$150/day
Conference Room	\$150	\$200	
Event Weekend Package Peak Season Main Hall & Conference Room		\$2,000	9AM Friday-3PM Sunday May 1-October 31
Event Weekend Package Off Season Main Hall & Conference Room		\$1,800	9AM Friday-3PM Sunday Jan 1-April 30 November 1-December 31
Additional Options			
Bar Staff		\$100	*Provided 5PM-Midnight Each additional hour
Facility Stage Set Up		\$250	
Table/Chair Set up (100 or less)		\$200	

RENTAL FEE & SECURITY DEPOSIT

1. Contract rental requires a deposit to reserve and “hold” date(s) for venue.
2. Deposit is nonrefundable.
3. Deposit is due at time of reservation; date(s) will not be held until deposit is received.
4. **Make checks payable to the Franklin County Fair & Convention Center.**
 - a. Main Hall & Weekend Package Deposit: 50% of the total rental fee.
 - b. Conference Room Deposit: The same as rental fee.
5. Balance of contract rental fee is due a minimum of 14 days prior to event.
6. Security Deposit & Insurance
 - a. Main Hall rental and any event with Bar Service: \$1,000 security deposit; due 14 days prior to the event.
 - b. Copy of Certificate of Liability Insurance policy for the dates of rental; due 14 days prior to event.
 - c. Security Deposit is the same as the rental fee for all other events and Conference Room; due 14 days prior to event.
 - d. Security Deposit will be refunded (partially or in full) by mail within 10 days after the event.
 - e. Any keys must be returned prior to Security Deposit being refunded.

CONTRACT

1. Upon confirming availability of date requested, complete, sign and return Page 5 with rental fee deposit. All rules, regulations and prices are subject to change.
2. A signed copy will be returned to Lessee.

CAPACITY & FURNISHINGS**Capacity**

Main Banquet Hall maximum capacity with tables & chairs: 500

Conference Room: 50

No seating in the bar area.

Furnishings

- 51 – 5’ round tables (seat 6-8).
- 50 (96” x 30”) rectangle tables (seat 8-10).
- 500 chairs
- Audio/Visual System use must be arranged with office prior to event. Three projectors, two hand held microphones and one lapel microphone available upon arrangement with office. Operation of all equipment is by Staff only.
- Lessee must provide own laptop and cable to connect to HDMI

KITCHEN

The kitchen is a “catering” kitchen and will accommodate food being brought in for serving. Appliances for use include a refrigerator, chest freezer and microwave (no stove). Six roasters are also available if needed.

SET UP & CLEAN-UP

Lessee is responsible for set up of tables and chairs as needed and completing clean up tasks listed on attached checklist.

Convention Staff will be responsible for tearing down, stacking and moving tables and chairs to storage.

FOOD/ALCOHOL

The Convention Center has a full bar including canned beer, wine, wine coolers, liquor and non-alcoholic refreshments. All alcohol must be purchased through the Franklin County Convention Center. **Lessee or guests CANNOT bring in ANY alcoholic beverages. If any outside alcohol is brought into the Convention Center or onto the Grounds, Lessee’s security deposit will be forfeited and your event will be terminated immediately.**

Beer/Wine/Special Alcohol Requests

Orders should be placed with the Convention Center Office **21 days prior to your event**. All listed prices are subject to change and prices will be determined at time alcohol/beer/wine order is placed.

* Kegs: \$300.00/keg for domestic beer.

* Each keg serves approximately 130-16 oz. glasses.

*Wine and Champagne prices vary.

*Drink tickets are available; information available upon request.

DECORATIONS

No decorations or items are allowed on the ceiling, doors or walls. All decorations must be free-standing or self-supported. The bar is not open for decorating. All decorations must fit through the walk-in doors.

No motorized vehicles of any kind are allowed in the convention center.

HOURS OF OCCUPANCY

Convention Center **MUST BE VACATED BY 1:00 a.m.**

The Bar will be closed at midnight or an earlier time as specified in the contract.

Next day clean-up rentals may return after 6:00 a.m. for cleanup, pickup etc.

KEY PICK UP/RETURN

Key may be picked up during regular Office Hours, prior to event.

Lessee is responsible for confirming ALL doors are securely closed and locked upon departure from the Convention Center. This includes the kitchen door.

Key must be returned by 12:00 p.m. (NOON) by the next business day following the event.

SECURITY

This facility contains both an indoor and outdoor 24/7 recorded security system. If an incident should arise, footage may be reviewed to resolve issues.

FACILITY USE & RULES

All doors must remain closed at all times. Staff on premises has the discretion and authority to execute all rules set forth in this contract. Failure to follow all rules set forth in this contract may result in the partial or full loss of Security Deposit.

Main west entrance is for people ONLY. All equipment, decorations, etc. must be brought in thru the east door of the main hall. Food is to be brought in through the south kitchen walk in door.

Cleaning Checklist**KITCHEN**

- Wipe down all counters and appliances (inside and outside).
- Remove or dispose of all items brought into kitchen.
- Sweep floor and spot mop as needed. Broom, dust pan and mop are located in the kitchen.
- Unplug, clean and put away any roasters, coffee pots, etc.
- Return thermostat to 60° in the winter season and 74° in the summer season. Close and lock exterior kitchen door.

MAIN BANQUET HALL

- Any mics or A/V equipment returned to Bar Staff.
- Wipe all tables and chairs. **Do not fold chairs. Do not stack chairs on tables or put away.**
- Remove or dispose of all items brought into the Convention Center
- Spot mop any spills.
- Return all 4 thermostats in the convention center main hall to 60° in the winter season and 74° in the summer season.

CONFERENCE ROOM

- Wipe down all tables and chairs.
- Remove or dispose all items brought into the conference room.
- Return thermostat to 60° in the winter season and to 74° in the summer season.

RESTROOMS & DUMPSTER

- Major “incidents” must be cleaned up by Lessee at time of occurrence.
- Take all trash from kitchen, main hall, conference room and restrooms to dumpster
- Dumpster is located at the east exterior of the main banquet hall of the Convention Center. Remove all trash through the east door. No trash should be removed through the front entry.

Lessee Name
Phone Number
Email
Address
Event
Event Date

	Total Price	Payment Date	Payment Method
Main Hall Total			
Conference Room Total			
Weekend Package			
TOTAL DUE			
Deposit			
BALANCE DUE			
Balance Paid			
Security Deposit Paid			
Security Deposit Refund Processed			
Received Insurance Policy	Date:	Key Picked Up/Returned	Date:

Hold Harmless/Indemnification: The undersigned shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from the "project". The rental shall INDEMNIFY, SAVE AND HOLD HARMLESS Franklin County Fair and Convention Center and its employees, agents and volunteers from and against all liability, loss, claim damages, cost or expense arising from the "project". The undersigned also 1) grants the Franklin County Fair & Convention Center, it's representatives and employees, the right to take photos, video or other digital media of the event listed and attendees; 2) understands and consents to allow edit, alter, copy, exhibit, publish or distribute the lawful use of any and all photos in print and/or electronically, including publicity, advertising, web and social media.

I have read and understand the Rental Contract and agree to comply with the Contract conditions.

Lessee	Date
Authorized Signature Franklin County Fair & Convention Center	Date

