



# FRANKLIN COUNTY FAIR & CONVENTION CENTER

## 2022 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](mailto:Fcfair35@yahoo.com)

	Half Day (4 Hours)	Full Day	Additional Days Set Up/Clean Up Half Day
Main Hall (Friday-Sunday)	\$500	\$900	\$150/day
Main Hall (Mon-Thurs)	\$400	\$700	\$150/day *Main Hall not available for half days on Saturday/Sunday
Conference Room	\$150	\$200	
Event Weekend Package *Main Hall *Half day before & after event *Conference Room		\$1,500	
<b>Options</b>			
Bar Staff for additional days		\$100	
Facility Stage Relocation		\$250	

**DEPOSIT & RENTAL FEE**

Deposit is due at time of reservation and is payable to Franklin County Fair & Convention Center.

Deposit is non-refundable.

Balance of contract and Security Deposit (\$1,000) are due 10 days prior to the event.

Security Deposit will be refunded (partially or in full) by mail within 10 days after the event.

**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 with (3) projectors upon arrangement with office.

**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. Bartenders and glasses are furnished. All alcohol must be purchased through the Franklin County Convention Center. Renter 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 **ten days prior to your event.**

- \* Kegs: \$250.00/keg for domestic beer; Price 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.

**DECORATIONS**

No decorations or items are allowed on the ceiling 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.

**HOURS OF OCCUPANCY**

Convention Center **MUST BE VACATED BY 2:00 A.M.**

The Bar will be closed no later than midnight or time specified in 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 the week of event. Complete balance and Security Deposit must be paid in full at this time.

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

Key must be returned by 12:00 p.m. on Monday following 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.

**SECURITY DEPOSIT & GENERAL**

All doors must remain shut at all time. 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.

**CONTRACT**

Upon confirming availability of date requested, complete, sign and return Page 5 with Rental Fee deposit.

A signed copy will be returned to you.

## Cleaning Checklist

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### KITCHEN

- Wipe down all counters and appliances (inside and outside).
  - Remove or dispose all items brought into kitchen.
  - Sweep and mop the floor.
  - Unplug, clean and put away any roasters, coffee pots, etc.
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### MAIN BANQUET HALL

- Any mics or A/V equipment turned off, returned and put away.
  - Wipe all tables and chairs. *Do not fold or put away.*
  - Remove or dispose all items brought into the Convention Center
  - Push broom floor. This includes, but is not limited to gum, candy, popcorn, grasses, straw, food or decorations.
  - Spot mop any spills.
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### CONFERENCE ROOM

- Wipe down all tables and chairs.
  - Remove or dispose all items brought into the conference room.
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### 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 trash through the east door. No trash should be removed through the front entry.

<b>Lessee Name</b>
<b>Phone Number</b>
<b>Email</b>
<b>Address</b>
<b>Event</b>
<b>Event Date</b>

	<b>Total Price</b>	<b>Date</b>	<b>Payment Method</b>
<b>Main Hall Total</b>			
<b>Conference Room Total</b>			
<b>Weekend Package</b>			
<b>TOTAL DUE</b>			
<b>Deposit Paid</b>			
<b>BALANCE DUE</b>			
<b>Balance Paid</b>			
<b>Security Deposit</b>			
<b>Security Deposit Refund Processed</b>			

**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

