

DEKALB COUNTY EXHIBIT HALL RENTAL AGREEMENT

Date(s) of Building Use: _____

Building to be used for _____

The Exhibit Hall is scheduled by DeKalb County Extension Office, located on the second floor of the County Office Building, 215 East 9th Street – Ste. 300, Auburn, IN 46706; Phone (260) 925-2562. **Make check payable to: DeKalb Co. 4-H Council**

Rules & Regulations for Exhibit Hall Use

1. **Deposit - \$100. (\$150 for Commercial Rentals)** Refundable deposit is due at time of scheduling event with Extension Office. Date will not be held without deposit. Deposit will be returned after Caretaker has checked on condition which Exhibit Hall was left (cleanliness of building/any damages) and key is returned. If building is not cleaned, along with loss of Deposit, a \$350 cleaning charge will be added. Deposit will not be returned due to cancellation of event.
2. **Rental Fee – General - \$350** (reception, reunions, meetings). **Commercial - \$450** (auctions, sales, flea markets, etc.) **Rental payment is due at time of key pick-up at Extension Office and key is to be returned within two (2) business days of rental. The rental day is a 24-hour period (2am to 2am).** If Renter needs to set-up day before event, an additional day must be rented. Rental Fee includes use of building, tables and chairs for approximately 200 people. Rental fee subject to change annually on January 1st. Dates cannot be scheduled more than one year in advance.
3. **Alcohol (BEER and WINE ONLY)** is allowed in Exhibit Hall under the following conditions: Security Officers must be present during time alcohol is being served. Two (2) Security Officers will be secured by 4-H Council at a minimum cost of \$50/hour, per person with a 2-hour minimum. Security Officers paid directly by Renter at time of use. Alcohol must be purchased and served by Renter at no charge, cannot be included as price of a ticket. Private parties and invited guests only, no walk-ins (licensed caterers are only exception). Alcohol must remain inside building.
4. **Unlocking Exhibit Hall Door** – Once inside building, use hex key located by door – press bar in and secure by turning hex key in hole on bar. To relock door, release bar by using hex key.
5. We have plenty of bags in the kitchen, try to keep extras in each trash can.
6. Check the bathrooms and make sure they are decent for the next person. Toilet paper is in the kitchen and the key hangs on the center post.
7. Sweep the floors as needed and clean up any spills, etc.
8. Floor scrubber must be stored in the kitchen during winter months. There are brooms, dust mops, wet mops, etc. in the kitchen closet and storage room by the back door. Cleaning supplies are on both sides under the big sink.
9. Make sure all of the doors are locked when you leave and the lights are off including the storage room.
10. If something needs attention, or gets broken, please let Mark know so it can be taken care of. You can call, text or email him (**markandlindac@gmail.com** or **260-343-8798**).
11. **Parking** – There is a possibility another event may be scheduled at same time as your event, in another location on the fairgrounds. Please remember, parking is on a first-come first-serve basis.
12. **Animals in the Exhibit Hall – Animals are only permitted in Large Room of Exhibit Hall. NO ANIMALS WILL BE PERMITTED IN SMALL ROOM OR KITCHEN AREA AT ANY TIME (this includes animal cages). Double doors that separate Large Room and Small Room must remain closed while there are animals in Exhibit Hall.**
13. Please help keep this great facility nice for all to use!

Non-Compliance with any of the following will result in forfeit of Deposit

1. No smoking is allowed in the Exhibit Hall.
2. Alcohol use (as detailed above).
3. Entertainment (music, etc.) must cease by **10pm**.
4. Tables/chairs are in storage area. Fold, stack and put back on available racks and return to storage area.
5. Room(s) should be swept and spot mopped. Tables are to be cleaned, if needed. Cleaning supplies are available in kitchen closet. Failure to clean Exhibit Hall will result in an additional \$350 cleaning charge.
6. Thermostats may be adjusted for room temperatures during event. They will automatically reset to pre-set temperature overnight.
7. Garbage and trash to be bagged and placed in outside dumpster at east end of building.

8. Commercial Sales: All unsold items, including boxes are to be taken by Renter. Any items left behind will become property of 4-H Council.
9. Decorations (streamers, etc.) may only be attached to wires (not electrical conduit) that run along the wall and ceiling in large room and hung by clips from ceiling struts in small room. Do not tape anything to walls or floors, as it may remove paint. NOTHING SHALL BE ATTACHED TO THE ACOUSTICAL PANELS IN THE LARGE ROOM.
10. **Not Responsible for Accidents or Stolen Articles.**

By signing this document, you agree to the COVID-19 RELEASE and GENERAL RELEASE of liability for the DeKalb County 4-H Council and DeKalb County Fair Association.

In executing this COVID-19 RELEASE and GENERAL RELEASE, I acknowledge, understand, covenant and agree to follows:

1. The novel corona virus, COVID-19, has been declared a world pandemic, is EXTREMELY CONTAGIOUS, and is believed to be spread primarily through person-to-person contact.
2. I have direct knowledge of, have read and understand the guidelines and protocols which have been issued by the Centers of Disease Control and Prevention, the Indiana State Board of Health, the Executive Orders of the Governor of Indiana, and the DeKalb County, Indiana Board of Health for decreasing the risk of novel corona virus/COVID-19 transmission, including the wearing of masks, hand washing and social distancing (together, with the "Guidelines"). I recognize that the Guidelines change frequently and are subject to modifications and revisions. I understand that my risk of contracting novel corona virus/COVID-19 may be increased by: (a) my participation in the above-described Programs/Activities and /or my presence in, on or about the grounds and facilities owned by the DeKalb County Fair Association and managed, controlled or operated by the DeKalb County 4-H Council.
3. I agree that I shall follow the Guidelines when participating in activities and when present in, on or about the 4-H Exhibit Hall facilities.
4. I represent that I have the complete and unrestricted legal capacity and legal authority to execute this COVID Release and General Release.
5. I HAVE CAREFULLY READ AND VOLUNTARILY SIGN THIS COVID-19 RELEASE AND AGREE THAT NO REPRESENTATIONS, STATEMENTS OR INDUCEMENTS, WRITTEN OR ORAL, WHICH ARE NOT EXPRESSLY CONTAINED IN THIS COVID-19 RELEASE AND GENERAL RELEASE HAVE BEEN MADE. I AM AWARE THAT IN EXECUTING THIS COVID-19 RELEASE AND GENERAL RELEASE I AM FORFEITING MY VAULABLE LEGAL RIGHTS, INCLUDING THE RIGHT TO RECOVER DAMAGES FROM DEKALB COUNTY 4-H COUNCIL AND DEKALB COUNTY FAIR ASSOC. OCCASIONED BY PROPERTY DAMAGE, PERSONAL INJURY, DISABILITY, DEATH AND OTHER LOSS WHICH RELATES DIRECTLY OR INDIRECTLY TO MY EXPOSURE TO OR CONTRACTION OF THE NOVEL CORONA VIRUS-COVID-19 BY MY PRESENCE IN, ON OR ABOUT THE EXHIBIT HALL FACILITIES. I EXPRESSLY UNDERSTAND AND AGREE THAT THIS COVID-19 RELEASE AND GENERAL RELEASE IS A PROMISE BY ME NOT TO SUE AND A RELEASE OF AND INDEMNIFICATION FOR ALL CLAIMS WHICH MAY OTHERWISE BE ASSERTED BY ME OR ON MY BEHALF BY ANY OTHER PARTY.

I have read and understand the terms and provisions of the Releases and Waiver of Liability, Assumption of Risk an Indemnity Agreement relating to Novel Corona Virus/COVID-19 and General Release relating to activities and presence at the DeKalb County 4-H Exhibit Hall and agree to be bound in all respects by the terms thereof.

NAME OF RENTER: _____
 DBA (if applicable): _____
 Mailing Address: _____
 Email Address: _____
 Contact phone number: _____ (Please provide a number that you can be contacted at after hours)

I have read and understand the rules outlined above and agree to be responsible to see that these rules are abided by:

Print Name _____ Signature _____ Date _____
 Address _____ Phone _____

This agreement is with the DeKalb Co. 4-H Council, who has leased the Exhibit Hall from the DeKalb Co. Fair Association.