

**SEWARD COUNTY AGRICULTURAL SOCIETY**  
PO BOX 453      **RENTAL CONTRACT**      SEWARD, NE 68434

**Renter Name:** \_\_\_\_\_

**Renter Phone Numbers:** \_\_\_\_\_ **Renter Email:** \_\_\_\_\_

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**Date of Event:**    Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**\*\*NOTE: All dates for setup, clean up or the event itself must be included on the contract. The facilities are NOT rented on an hourly basis. The minimum rental time is 1 day. There are NO Exceptions to this.**

**Additional Dates Needed:** \_\_\_\_\_

\_\_\_\_\_ (Initials) I agree that I have listed all dates needed for my event. If at any point, renter chooses to rent additional days, the renter is required to amend the contract with the proper days. Additional Days are charged for at a rate of \$100 per day for all buildings except Harvest Hall which is charged at a rate of \$150 per day.

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**Facility Being Rented (Please mark any facilities you are renting):**

\_\_\_\_\_ Harvest Hall Conference Room      \_\_\_\_\_ Ag Pavilion Upstairs      \_\_\_\_\_ 4-H Center Entire Facility  
\_\_\_\_\_ Harvest Hall Entire Facility      \_\_\_\_\_ Ag Pavilion Kitchen Area      \_\_\_\_\_ 4-H Center Restrooms  
\_\_\_\_\_ Reunion Center & Stage      \_\_\_\_\_ Ag Pavilion Entire Facility      \_\_\_\_\_ Livestock Center  
\_\_\_\_\_ Grandstand/Arena  
\_\_\_\_\_ Other (Explain): \_\_\_\_\_

**\*\*NOTE: Renter will only be allowed to use the facilities that are marked above.**

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**Purpose of Rental (Please mark the appropriate purpose of the rental):**

\_\_\_\_\_ Wedding Reception (Name of Bride & Groom): \_\_\_\_\_  
\_\_\_\_\_ Graduation Reception (Name of Graduate): \_\_\_\_\_  
\_\_\_\_\_ Benefit      \_\_\_\_\_ Gala      \_\_\_\_\_ Banquet      \_\_\_\_\_ Family Reunion      \_\_\_\_\_ Meeting  
\_\_\_\_\_ Other (Explain): \_\_\_\_\_

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**The rental fee is \$ \_\_\_\_\_, with \$100 due now to confirm rental. The balance of \$ \_\_\_\_\_, is due no later than one week prior to the event.**

**\*\*Refer to the last page of contract for a list of rental fees.**

**\*\*Rental Contract and \$100 Deposit ARE required to be turned in to Mike Koci at The Seward County Ag Pavilion in order for your event to be booked.**

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**Alcohol Consumption:** Yes: \_\_\_\_\_ No: \_\_\_\_\_ **Number of Guests Expected:** \_\_\_\_\_

For events with more than 75 guests expected, Liquor Vendors are required to serve alcohol. The required Liquor Vendor form can be found at [www.sewardcountyfair.com](http://www.sewardcountyfair.com) under the "Forms" tab.

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\_\_\_\_\_ (Initials) I understand that the Seward County Agricultural Society requires that I have them listed as "Additional Insured" for all dates of the event. An Insurance Certificate needs to be emailed to [sewardagrentals@hotmail.com](mailto:sewardagrentals@hotmail.com) or Faxed to (402) 643-6005 ASAP. The instructions for this can be found at [www.sewardcountyfair.com](http://www.sewardcountyfair.com) under the "Forms" tab. Click on "Insurance Procedures".

## RENTAL CONDITIONS

1. All decorations must be approved by the Agricultural Society staff. No tape shall be used above the eight foot line on any wall and tape on the floor must be blue painters tape only. In Harvest Hall, only free standing decorations can be used. Nothing can be hung from the ceiling or walls.
2. All rentals with more than 75 guests/participants will require a licensed liquor vendor.
3. No refunds of rental fee if cancellation is 60 days or less prior to rental date.
4. The renter shall hold harmless the Seward County Ag Society from all liability for injury or death or loss of or damage to any person or property that occurs during, or as a result of, the use of the facilities by the renter, and shall indemnify the Ag Society for all expense it may incur as a result of claims or demands by anyone resulting from the use of the above listed facility by the renter.
5. Renter agrees to general liability insurance for the scheduled event with limits of no less than \$500,000.00 per occurrence and \$5,000.00 medical payment per occurrence under the existing commercial general liability, home owners, or farm owners' coverage of renter naming the Seward County Agricultural Society as an **"Additional Insured"** under such policy of insurance. Proof of coverage must be provided prior to signing of rental contract. Coverage must be validated 10 days prior to event date. Your agent can email the liability binder to [sewardagrentals@hotmail.com](mailto:sewardagrentals@hotmail.com) or fax to (402) 643-6005.
6. All renters acknowledge that the Ag Society property is in a flood plain. Thereby the renter shall hold harmless the Ag Society from all liability, or loss of or damage to any property that occurs while renter has use of the facility. Furthermore the Ag Society will be the final word on cancellation due to flooding and/or high water.
7. Renters that choose to disperse alcohol at an event must do so through a Liquor Vendor. Events with less than 75 attendees does not require a Liquor Vendor to disperse alcohol, however all stipulations in the following condition (#8) are to be followed in the same manner.
8. Renters that have obtained permission by the Seward County Ag Society to consume alcohol on the premises must cease consumption at 12:30 a.m. No alcohol shall be consumed outside the building during the event and the renters or their service contractor shall be responsible for monitoring all alcohol consumption. All open containers of alcohol must be disposed of by 1:00 a.m. Renter shall pay charges for special security if such is deemed necessary by the Ag Society.
9. All renters must vacate the premises by 1:30 a.m.
10. Keys are to be dispersed at 8:00 a.m. on the morning of the event date unless exceptions have been made prior to the event.
11. Renters by the signing of this contract give their permission/consent to the entry at any time by law enforcement officials or Ag Society representatives.
12. The renter hereby agrees to pay for any and all damage, breakage, or theft that occurs as a result of negligence to misuse of the premises by the renter. **DO NOT SIT ON THE TABLES.** If a table is broken at your event you will be charged accordingly.
13. Renter shall remove all personal items at the end of the night unless prior arrangements have been made with the Ag Society staff.
14. As renter, you are required to put all paper and garbage in the disposal provided on the east side of the building. All kitchen areas should be wiped clean. Assist in putting away chairs. Our staff will put away tables, clean the restrooms and care for the floors. All boxes must be broken down flat before placing them in the disposal area.
15. **THE RENTER SHALL NOT USE THE PREMISES IN VIOLATION OF ANY FEDERAL, STATE LAW OR CITY ORDINANCE OR FIRE REGULATION.**

I/we have read the above policy and agree to follow it as stated (\_\_\_\_\_).

Initials

\*\* For any information regarding forms needed to properly adhere to the preceding conditions, please refer to [www.sewardcountyfair.com](http://www.sewardcountyfair.com) and click on forms.

\_\_\_\_\_  
Signature of Renter/Renters

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Seward County Ag Society Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Insurance Agent

\_\_\_\_\_  
Agent Phone Number

### CURRENT RENTAL RATES

#### Harvest Hall Conference Room

Sunday:	\$300	Friday:	\$350
Monday:	\$300	Saturday:	\$350
Tuesday:	\$300		
Wednesday:	\$300		
Thursday:	\$300		

\*\*\*Additional Day = \$150

#### Harvest Hall Entire Facility

Sunday:	\$500	Friday:	\$800
Monday:	\$500	Saturday:	\$800
Tuesday:	\$500		
Wednesday:	\$500		
Thursday:	\$500		

\*\*\*Additional Day = \$150\*\*\*

#### Ag Pavilion

Sunday:	\$400	Friday:	\$700
Monday:	\$400	Saturday:	\$700
Tuesday:	\$400		
Wednesday:	\$400		
Thursday:	\$400		

\*\*\*Additional Day - \$100\*\*\*

#### Ag Pavilion Kitchen

Sunday:	\$100	Friday:	\$100
Monday:	\$100	Saturday:	\$100
Tuesday:	\$100		
Wednesday:	\$100		
Thursday:	\$100		

\*\*\*Additional Day = \$100\*\*\*

#### 4-H Center

Sunday:	\$300	Friday:	\$400
Monday:	\$300	Saturday:	\$400
Tuesday:	\$300		
Wednesday:	\$300		
Thursday:	\$300		

\*\*\*Additional Day = \$100\*\*\*

#### Reunion Center & Stage

Sunday:	\$100	Friday:	\$100
Monday:	\$100	Saturday:	\$100
Tuesday:	\$100		
Wednesday:	\$100		
Thursday:	\$100		

\*\*\*Additional Day = \$100\*\*\*

#### Grand Stands & Arena

Sunday:	\$200	Wednesday:	\$200	Saturday:	\$200
Monday:	\$200	Thursday:	\$200		
Tuesday:	\$200	Friday:	\$200		

\*\*\*Additional Day = \$100\*\*\*