

**CHECKLIST FOR  
SEWARD COUNTY AG SOCIETY  
BUILDING RENTALS**

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Renter: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Building: \_\_\_\_\_

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**FOR RENTER USE – DOES NOT NEED TO BE TURNED IN**

- \_\_\_\_\_ Rental Contract – Must be turned in before event dates are reserved on calendar. Rental Agreement can be found under the “Forms” section.
  
- \_\_\_\_\_ Confirmation Deposit – \$100.00 – Required in order to reserve event date. This payment will be cashed by SCAS upon receiving it. This payment will be deducted from total balance owed.
  
- \_\_\_\_\_ Liquor Vendor Application – Required if attendance will be greater than 75 people and alcohol consumption will be taking place. The application can be found under the “Forms” section. This form must be filled out by your chosen liquor vendor and turned into SCAS one month prior to your event.
  
- \_\_\_\_\_ Insurance Binder – SCAS needs to be listed as “Additional Insured” for the dates that the building is being rented. Can be listed on Homeowners insurance policy.
  
- \_\_\_\_\_ Make Payment– Remaining balance owed must be paid one week prior to event.
  
- \_\_\_\_\_ Key Issued – Key for the building can be picked up from Mike Koci at the Seward County Ag Pavilion
  
- \_\_\_\_\_ Key Returned – Key must be returned the day after the final date of event. The key should be returned to Mike Koci.