



FAIRGROUNDS DEPARTMENT

160 S Macy Street

Phone (920) 929-3169

Fond du Lac WI 54935

email: fairgrounds@fdlco.wi.gov

Fax: (920) 929-3348

Fond du Lac County Fairgrounds

Event Quote / Request Form

Thank you considering Fond du Lac County Fairgrounds for your event.

Please note that your event is not contracted unless Lease Agreement is signed and returned along with the required deposit and the Certificate of Insurance within thirty days of the event.

Rental fees are to be paid in full prior to move in.

To help us make your event a success please fill out the following information.

How did you hear about us? _____

Building or Area Requested _____

Name of Event: _____

Date(s): _____ - _____ Times: _____ - _____

Set up day(s) required: Yes _____ No _____ If yes how many? _____

Event Description: _____

Estimated Attendance: _____ Event Sponsor: _____

Contact Person: _____ Phone: _____

Email: _____ Responsible Person at Event: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Event as you would like to see it on the Electronic Message Board:

Is alcohol to be served or sold at the event: Yes _____ No _____ (If yes auxiliary deputies are required)

Camping Requested: Yes _____ No _____ If yes how many sites _____

Staff Support? Yes _____ No _____ (Fee may be incurred)

Don't forget to include your certificate of insurance

4. Lessee agrees to assume the responsibility for the orderly management and control of all invitees, permittees, and public-at-large who shall come upon the premises for the purposes of attending the event scheduled by Lessee. **All events must end by 12:00 A.M.** You may be granted an extension to this rule if a request is made at the time of signing the lease document.

5. Lessee shall occupy and have exclusive use of the designated building and only the immediate area around the leased building or grounds on a 24-hour daily basis during the time of this lease and shall assist in security for the premises by use of a volunteer group who will cooperate with all responsible law enforcement agencies. Those Lessee events which involve the sale and/or consumption of alcoholic beverages shall be responsible in securing, through the Fond du Lac County Sheriff's Department, personnel for security during Lessee's event as the Sheriff's Department may deem necessary.

6. Lessee also agrees to communicate with the City of Fond du Lac Fire Department and to submit to Lessor for Lessor's approval a plan for maintaining adequate fire control during the entire lease period; that plan shall be submitted for approval at least one week before the event, which is the subject of this lease, is to be held.

7. Lessee shall furnish General Liability and Property Damage Liability coverage protecting Lessor and Lessee from negligent or intentional acts by Lessee, its members, agents, or employees, including members of the general public, during the entire hours of occupancy and control of the subject premises. The county shall be named on the policy as an additional insured.

8. It is mutually understood and agreed by and between the parties that this lease does not bind either party unless and until Lessee provides Lessor with a certificate of insurance from its insurer for the entire period of this lease which shall include verification that Lessee has obtained the following minimum limits of insurance coverage:

- (a) \$ 1,000,000 Public Liability and
 - (b) \$ 1,000,000 Property Damage Liability
- and if applicable to include:

YES Products Liability and
Host Liquor Liability

- (c) \$ 1,000,000 coverage per person for each occurrence or transaction.

9. Lessor will not be responsible for any loss or injury which may occur, either in the form of physical damage to Lessor's or Lessee's property or personal injury to agents or employees of Lessor or Lessee or their invitees or permittees, from any loss arising from Lessee's actions, operations, and control, during the term of this lease, and in addition, during the hours which Lessee enters the premises for advance preparation and returns to the premises for clean-up and related operations.

10. Lessee agrees to indemnify (hold harmless) the Lessor from any and all claims of any form, demands, liabilities, charges, and expenses of whatsoever nature, which Lessor may sustain or incur during the period of this lease as well as during the hours used for advance preparation and clean-up and related operations, arising from Lessee's operation and control of the premises.

11. Lessor will furnish tables and chairs as currently available to be utilized in the buildings and under the control of Lessee but Lessee is responsible for conducting an actual count of the items prior to the commencement of the lease term and an additional count at the termination of the rental period. Lessee shall be responsible for returning the items so furnished and specifically agrees that any missing or damaged items will be restored or replaced at Lessee's sole expense. Lessee should reimburse the county for the full cost of replacement or repair to damaged or missing items or for damage to the facility.

12. Lessor shall provide only such public utilities as are currently on the premises; Lessor shall not be responsible for furnishing any utility to any portion of the subject premises unless that specific utility is

currently located therein. Lessor specifically shall not be responsible for furnishing any telephone service beyond access to such public telephones as may be on the leased premises during the rental period

13. Lessor will provide dumpsters as currently owned and Lessee will be charged cost of removal. Any Lessee requiring larger dumpsters, or more than owned by Lessor, will be at that Lessee's expense. If Lessees would like to arrange removal of refuse on their own, that is their option, but all refuse must be removed at the conclusion of their event.

The Lessee of buildings and grounds for animal events will have the option to (1) clean-up and remove all refuse from the buildings and grounds from the fairgrounds and return them to their original condition, (2) clean all refuse from the stalls to the center aisle-way and, at a pre-agreed upon rate, have the refuse removed from the buildings by the fairgrounds staff and placed in a contracted dumpster for removal from the fairgrounds, or (3) clean all refuse from the stalls and place in manure pit. The Lessee will then pay for use of contracted dumpsters.

14. **IF APPLICABLE:** In addition, Lessor shall receive as further consideration the sum of **\$20.00** per half barrel or **\$3.00** per case of beer (24 bottles) vended during the entire period of this Lease. At least 24 hours in advance of the lease period, the Lessee shall provide Lessor with an accurate count of the number of cases of beer brought in for the purpose of sale during the lease period. At the conclusion of the lease period, Lessee shall furnish Lessor with an accurate count of the number of halves or cases sold and shall pay the outstanding amount as established above on that basis.

15. Lessee shall observe all local and state regulations and statutes and shall acquire all necessary licenses or permits. Enforcement of regulations and ordinances shall be handled by the Fond du Lac County Sheriff, Deputy Sheriff, or Fond du Lac Police Departments. Per County Ordinance, smoking is prohibited in County buildings.

16. Lessee agrees to furnish personnel to handle parking as directed by regular County personnel or law enforcement authorities.

17. This lease may not be assigned without the prior written consent of the parties.

18. This lease shall be subject to the additional terms and conditions set forth on Exhibit A, which is executed herewith and incorporated herein by reference.

19. **Payments:** All payments should be mailed to the address in section (1) or delivered to the Fairground office. **Do not take payments to City/County Building.**

IN WITNESS WHEREOF, parties hereto have caused this lease to be executed by their duly authorized agents on the date first above set forth.

Fond du Lac County Fairgrounds

Lessor

Lessee

Date: _____

501 3 (C) Non-Profit? Yes No

Other Non -Profit? Yes No

Tax Exempt Number

Rev: 4-21-15

Equipment Rental Order Form

Event Name: _____

Building Leased: _____

Set-Up Date(s) & Time(s) Requested: _____

Event: Date(s) _____ TO _____

Hours: _____ to _____ Day 2 _____ to _____ Day 3 _____ to _____

This form must be received at the fairgrounds office no later than ONE MONTH before dates

Equipment	Quantity Requested	Rate Each	Total Rental
Rec Center Meeting Room (s) Qty. 2		\$30.00	
Rec Center Kitchen		\$53.00	
Expo Meeting Room (s) Qty. 3		\$55.00	
Expo Kitchen		\$55.00	
Tables (24"x72" Approx. 324) and (30"x72" Approx. 46)		\$2.00	
Round Tables (60 inch Qty. 8)		\$4.50	
Bar Sections		\$2.00	
Folding Chairs (Approx. 1350)		\$0.65	
Bleachers (Qty. 10)		\$45.00	
Stage (24 wide x 12 deep)		\$175.00	
Stage (24 wide x 16 deep)		\$180.00	
Aluminum Modular Stage (24 x 16)		\$150.00	
PA System		\$38.00	
Additional Maintenance Fee		\$38.00	
Additional Electrical (per hook up)		\$5.00	
2yd. Dumpster		\$12.00	
6 yd. Dumpster		\$35.00	
Picnic Tables		\$2.00	

Total Rental Fees: \$ _____

Equipment is to be set up by lessee.

Clean-Up responsibilities are to put all trash in dumpsters and break down cardboard boxes – Floor should be in generally good condition – broken glass and large spills cleaned up.