

PLATTE COUNTY 4-H BUILDING USER AGREEMENT

- This agreement is to be signed by the representative from the group or person renting, leasing, or otherwise using the 4-H Building on the Platte County Fairgrounds.
- It shall be the responsibility of the **Lessee/User** to insure that no person(s) under the age of twenty-one (21) years of age shall consume any alcoholic beverage in or around the 4-H Building.
- The **Lessee/User** agrees to self-insurance for themselves, their property and their guest or spectators while using the facilities. The Platte County Fair Board and their employees are not responsible for accidents, injuries or damages while on or while using the Fairgrounds property. The **Lessee/User** hereby assumes responsibility for the safe conduct of any activity undertaken in connection with **Lessee/User** use of the Platte County 4-H Building for the date and time period indicated below.
- **Deposit is due and User Agreement must be signed on the date the reservation is made in order to secure the reservation.**
- **Rental Fee is due the week prior to Event.**
- **Cancellations must be made 2 weeks in advance of event or Deposit will be kept.**
- If no cleaning or damage assessments are due, the Deposit Check will be available in the Fair Office during normal business hours. Lessee/User may request to have Deposit Check mailed to them.

ORGANIZATION NAME: _____

CONTACT NAME: _____

PHONE NUMBER: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

EVENT DATE: _____

EVENT START TIME: _____

EVENT END TIME: _____

KITCHEN: Yes No (stove, ovens, refrigerator) SOUND SYSTEM available with building rental

EXTRA TABLES/CHAIRS: Located in the Shed next to 4-H Building

DEPOSIT FEE : \$300 Due at time of booking

RENTAL FEE : \$300 Due before the date of your rental

I have reviewed and agree to abide by the User Agreement & Cleanup Agreement.

Signature: _____

Date: _____

Cleanup Agreement

Kitchen (if used):

1. Wipe up any spills inside or outside of ovens. (Turn on ovens by turning to high, medium or low and then to the desired temperature)
2. Wipe up any spills on stove top as well as the spill tray underneath the burners.
3. Wash, dry and put all dishes, pans, silverware and utensils in previously designated areas.
4. Clean sinks and countertops.
5. Sweep and dust mop floor.

NO TAPE OF ANY KIND USED TO TAPE THINGS ON THE MAIN FLOOR

CLEAN AND CLEAR ALL TABLES AND CHAIRS AND REPLACE TO APPROPRIATE RACKS

DUST MOP FLOORS AND SPOT MOP WHERE NEEDED

**REMOVE ALL DECORATIONS INCLUDING TAPE & STAPLES FROM WALLS AND TABLES.
NO STAPLES ALLOWED ON STAGE OR WINDOW AND STAGE CURTAINS.**

CLEAN AND PICK UP BATHROOMS AND EMPTY TRASH CANS

EMPTY TRASH TO OUTSIDE DUMPSTERS ON WEST SIDE OF BUILDING

PICK UP TRASH FROM PARKING LOT

**CLEAN UP TO BE DONE IMMEDIATELY AFTER EVENT UNLESS OTHER ARRANGEMENTS
ARE MADE WITH FAIR OFFICE**

BEFORE LEAVING:

SUMMER, TURN COOLERS OFF

WINTER, TURN HEAT DOWN TO 60 DEGREES

LOCK DOORS AND WINDOWS

LEAVE KEY IN THE DROP OFF BOX BY FAIR OFFICE DOOR

**THERE WILL BE A \$25/HOUR FEE DEDUCTED FROM YOUR DEPOSIT IF CLEANING IS NOT
SATISFACTORY.**

The Fairground Management takes pride in maintaining clean and useable facilities for your use. Your cooperation is appreciated.

Platte County Fair Board

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