

**PROCEDURES FOR USING THE**  
**BUTLER COUNTY FAIRGROUNDS**  
**200 N. Griffith, El Dorado, KS 67042**

**RESERVATIONS**

1. Adults must make reservations and assume responsibility for payment. Checks or money orders should be made **payable to “Butler County Fair Association.”** A reservation is not valid until the reservation form and deposit fee are turned into the Butler County Extension Office, 206 N. Griffith, El Dorado, KS 67042, 316-321-9660. **Events cannot be scheduled more than 365 days in advance.** This use request must be approved by the Butler County Fair Association's Board of Directors. The Fair Board reserves the right to not approve any request.
2. The fairgrounds and barns are rented as is at the time of approval by the Fair Board.
3. The fairgrounds use request is for fairgrounds and barns only but does include wash rack and tie-out areas. All pens, bleachers and other items must be left as is. Any use of utilities and/or equipment, such as water and electricity, are subject to a special request and may be subject to additional fees. The amount of the cleanup deposit and the total rental fee will be dependent on the length of use and the areas and equipment requested. After the use application is received, the fair board executive committee will determine the required fees and communicate these to the use applicant.
4. The user agrees to provide a public liability insurance policy or an acceptable certificate of insurance, with a minimum policy limits of \$500,000 per occurrence for injuries, including death, and \$50,000 property damage coverage. The Butler County Fair Association is to be included as additional insured under the above named policies. **Deadline for providing certificate of insurance is one week prior to event.**
5. User agrees to indemnify, defend and hold harmless the Butler County Fair Association from all demands, claims, suites, actions or liabilities resulting from injuries or death to any persons or property damage or loss by user.
6. User agrees to take out all licenses or permits as required by federal, state or local laws.
7. Any vendor or business selling any item must state what will be sold, and provide name and address. The Butler County Fair Board is required to report any vendor's name and address to Kansas State Department of Revenue.
8. All payments, key pick-up and other use arrangements must be made at the Butler County Extension Office during their regular business hours. Keys should be returned by the end of the first business day after use to the Butler County Extension Office.
9. The restrooms are located in the Butler County Community Building. Their use is not part of the fairground use. Arrangements for use of the restrooms must be made with the Butler County Extension Office.
10. Grassy area between Butler County Fair Barns and City of El Dorado Water Department (formerly the tennis courts) is not included in Use of Fairgrounds Request. This area is property of the City of El Dorado.

## **BUSINESS HOURS**

All business conducted with the rental of the Butler County Fairgrounds and picking up any reserved equipment such as lights, must be made with one person on the fair board executive committee. There will NOT be anyone available after hours or on weekends for snow/ice removal.

## **SCHEDULING**

Use of the building shall be coordinated with the Butler County Fair (contact names available at the Butler County Extension Office.)

## **PAYMENT**

All rental fees are due before the keys are released. Keys are to be returned to the Butler County Fair Association or through the Butler County Extension Office by 1:00 p.m. of the next business day after the conclusion of your event.

## **DEPOSIT**

In addition to the rental fee, a **separate** deposit will be required for all events. The deposit is a **minimum of \$150.00**, but may be increased depending upon the nature of the event. Deposits will be required in check form or money order, **separate** from the rental fee. Deposits are required to be paid at reservation time and will be held but not cashed.

### **RENTAL FEE - (Per Day)**

#### **Non-Revenue Uses - (Not selling anything)**

Fairgrounds	\$ 100
Electricity	\$ 50
Water	\$ 25

#### **Revenue Uses - (Offering something for sale)**

##### **(Including tickets to attend event)**

Fairgrounds	\$ 200
Electricity	\$ 50
Water	\$ 25

These fees may be reduced for Butler County tax supported entities and Butler County non-profit organizations. A reduction in Rental Fees can be requested by completing and submitting a **Request for Reduced Fee** form, at least 30 days prior to event to the Butler County Fair Board, c/o Butler County Extension Office, 206 N. Griffith, El Dorado, KS. Fees for electricity and water will still be charged.

### **RENTAL FEES FOR SET-UP AND/OR CLEAN-UP OF THE FAIRGROUNDS**

Renters of the fairgrounds may reserve the fairgrounds for set-up after 5:00 p.m. the day prior to an event at a rate of one-half (½) the daily rental fee. The fairgrounds may be reserved for the purpose of clean-up on the day after an event with clean-up to be completed by noon, at the rate of one-half (½) the daily rental fee.

Deposits will be returned only upon full compliance with all provisions herein and deductions will be made from such deposits for cleaning and repairs if necessitated by the activities of the renter. Cleaning charges will be based at the rate of **\$40.00 per hour**. Any charges for cleaning and repairs not covered by the deposit will be the responsibility of the renter. Deposits may be held up to 4 weeks after the event and then returned by mail.

## **CANCELLATIONS**

Rental fee and deposits will be refunded in full if the reservation is canceled at least fourteen (14) days prior to the event. If cancellation is not made prior to the fourteen (14) day period, the rental fee will be due and payable. The deposit fee will be refunded upon payment of the rental fee due.

## **FOR ANY MAINTENANCE PROBLEMS**

Contact a member of the Executive Committee (names and phone numbers will be provided) after Rental has been approved by the Butler County Fair Board of Directors.

### **USE OF THE FAIRGROUNDS**

- \* The party signing this rental agreement shall be responsible for all damage to the fairgrounds and/or equipment and shall be responsible for clean-up. The extent of damages shall be determined by the Fair Board Executive Board.
- \* If a particular group abuses the use of fairgrounds rules as may be contained herein or posted within the fairgrounds, the Butler County Fair Board reserves the right to withhold permission from future uses of the fairgrounds.
- \* All 4-H Extension group may use the fairgrounds free of charge so long as **PRIORITY** usage is limited to once per month per group. A reservation still needs to be requested but no deposit is required.

### **EQUIPMENT:**

- \* **SCALES** -Not available for use.
- \* **P.A. SYSTEM** – Not available for use.
- \* **LIGHTS AND WATER** – Light bulbs will be available, but will need to be put in and taken out and returned to storage area. Water will be turned on if requested and paid for
- \* **TABLES AND CHAIRS** – If requested, there are some available.

### **AFTER USE OF FAIRGROUNDS**

The user will be responsible for clean-up and removal of all trash, bedding, etc. from the fairgrounds. The user is responsible for installing and removing any light bulbs that are needed. The user will return all items used to their storage location, in the same condition they found them. Failure to do so will result in the forfeiture of the clean-up deposit. The payment for repair of damages and additional clean-up costs will be the responsibility of the user. Any equipment brought in must be removed on the day of usage. Otherwise a clean-up fee will be charged.

## **GENERAL REQUIREMENTS**

A good "rule of a thumb" is to leave the fairgrounds in as good or better condition than when you came in. If you find problems on your arrival, please note them on your checklist and let us know so they can be attended to. A picture with a cell phone may help you show us a problem you encounter or help you place items back correctly.

All groups are responsible to set up, tear down, and cleanup for themselves. We can sometimes help groups find someone to help with this on a fee basis.

Attached you will find check off/clean up list for your assistance in receiving your deposit back.

### **BUTLER COUNTY FAIRGROUNDS** **CHECKLIST FOR DEPOSIT RETURN**

The following checklist will be used to determine if your group's clean up/damage deposit will be returned and if not, the amount to be charged. Please use this list to be sure that you have completed all tasks before leaving.

#### **GENERAL**

\_\_\_\_\_ Clean-up and removal of all trash, bedding, etc. from the fairgrounds.

\_\_\_\_\_ Equipment, including light bulbs must be returned in good condition and returned to storage location.

\_\_\_\_\_ Any equipment brought in must be removed on the day of usage. Otherwise a clean-up fee will be charged.

Completed by:

Signature\_\_\_\_\_Date\_\_\_\_\_

#### **FOR FAIR BOARD USE**

Clean-up was complete and deposit to be returned.

Signature\_\_\_\_\_Date\_\_\_\_\_

Date check was mailed\_\_\_\_\_

RESERVATION FORM  
BUTLER COUNTY FAIRGROUNDS - 200 N. GRIFFITH - EL DORADO, KS 67042

Print Name of Responsible Party (Primary Contact) \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Print Name of Secondary Contact and include: \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mail Address of Primary Contact \_\_\_\_\_

City & State of Primary Contact \_\_\_\_\_

Name of Organization Renting Fairgrounds: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Areas/Equipment Requested \_\_\_\_\_

Will There Be Any Thing Sold? (Including Tickets to Attend Event) \_\_\_\_\_

If a vendor, include name and address \_\_\_\_\_

I have read the procedures for use of the Butler County Fairgrounds and its Board of Directors and agree to abide by the regulations set forth by the Butler County Fair Board. I agree to indemnify and hold Butler County Fair Association and Butler County Board of Directors harmless on account of any accident or injury occurring during my use of the Butler County Fairgrounds.

Signature of Primary Contact \_\_\_\_\_ Date \_\_\_\_\_

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DATES OF RENTAL \_\_\_\_\_

Starting \_\_\_\_\_ Until \_\_\_\_\_

RENTAL FEE - (Per Day)

Non-Revenue Uses - (Not selling anything)

<b>Fairgrounds</b>	<b>\$ 100</b>
<b>Electricity</b>	<b>\$ 50</b>
<b>Water</b>	<b>\$ 25</b>

Revenue Uses - (Offering something for sale)

(Including tickets to attend event)

<b>South Room</b>	<b>\$ 200</b>
<b>North Room</b>	<b>\$ 50</b>
<b>Water</b>	<b>\$ 25</b>

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TO BE FILLED OUT BY EXTENSION OFFICE (All rental and fees must be approved by the  
Butler County Fair Board)

TOTAL RENTAL FEE\$\_\_\_\_\_

DATE PAID \_\_\_\_\_

CHECK # \_\_\_\_\_

PERSON TAKING RENTAL FEE \_\_\_\_\_

TOTAL DEPOSIT FEE \$ 150.00

DATE PAID \_\_\_\_\_

CHECK # \_\_\_\_\_

PERSON TAKING DEPOSIT \_\_\_\_\_

CHECK OUT SHEET \_\_\_\_\_

\*\*\*\*\*

TO BE FILLED OUT BY BUTLER COUNTY FAIR BOARD

DEPOSIT TO BE REFUNDED \_\_\_\_\_

Amount \_\_\_\_\_

Date \_\_\_\_\_

RETURNED DEPOSIT CHECK TO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAMAGES TO FAIRGROUNDS AND/OR EQUIPMENT (IF ANY):

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Person Checking Fairgrounds and Equipment

Name\_\_\_\_\_

Date\_\_\_\_\_

REQUEST FOR A REDUCED FEE  
BUTLER COUNTY FAIRGROUNDS  
200 N. GRIFFITH, EL DORADO, KS 67042

Today's Date \_\_\_\_\_

Print name of person making request \_\_\_\_\_

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

Mail Address \_\_\_\_\_

City & State of \_\_\_\_\_

Signature of Person Making Request \_\_\_\_\_

Name of Organization Renting Fairgrounds: \_\_\_\_\_

Areas/Equipment Requested \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

\_\_\_\_\_

Is it a Non-Profit Organization? \_\_\_\_\_

Do you have a tax identification number? \_\_\_\_\_

Will there be any vendors on site? \_\_\_\_\_

Is this a fund raising event? \_\_\_\_\_

If so, how will the proceeds be used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Approved Fee

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date Approve