

FACILITY USE AGREEMENT / BUTLER COUNTY FAIRGROUNDS

1. 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. This use request applies to the fair barns, show arena, wash rack and tie-out areas.
3. The fairgrounds and barns are rented as is at the time of approval by the Fair Board.
4. All pens, bleachers and other items **MUST** be left as is.
5. This fairgrounds use request is for fairgrounds and barns only. 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.
6. 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.
7. 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.
8. 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.**
9. 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.
10. User agrees to take out all licenses or permits as required by federal, state or local laws.
11. 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.
12. 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.
13. Grassy area between Butler County Fair Barns and City of El Dorado Tennis Courts is not included in Use of Fairgrounds Request. This area is property of the City of El Dorado.

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**Return to: Butler County Fair Association
206 N. Griffith, Suite A
El Dorado, KS 67042**

Requesting Party: _____

Organization: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____

Secondary Phone: _____

Arrival at Fairgrounds: Date: _____ Time: _____

Departure from Fairgrounds: Date: _____ Time: _____

Will anything be sold? YES NO If Yes, what will be sold? _____

Vendor Name _____

Vendor Address _____

Requested Use (which barns and special needs): _____

I, the undersigned, agree to the guidelines for use of the Butler County Fairgrounds as listed on the reverse side of this request. I understand that the clean-up deposit will be forfeited if the barns and grounds are not cleaned up adequately. I agree to be held responsible for any damages that may occur during use of the facility.

Signature _____

This request must be accompanied by the clean-up deposit. Write checks payable to "**Butler County Fair Association.**" All fees must be paid at the Butler County Extension Office, 206 N. Griffith, Suite A, El Dorado, KS 67042, before any use of the facilities.

Clean Up Deposit: _____
(Separate check, returned after use if clean-up is satisfactory)

Rental: _____ Special Fees: _____

Certificate of Insurance: _____

Approved by Butler County Fair Board: _____