

WABAUNSEE COUNTY FAIR ASSOCIATION  
FACILITY RESERVATION FORM

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. (H): \_\_\_\_\_ (W) \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

Planned purpose/activity: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Pickup Key Date: \_\_\_\_\_ Return Key Date: \_\_\_\_\_

Events will be placed on the calendar when rental is requested. Two (2) copies of the rental agreement and a copy of the cleaning instructions will be mailed or e-mailed to the contact person. A signed copy and the appropriate deposit will be mailed to the Fair Association within 14 days to hold the requested date. Deposits WILL NOT be refunded if cancellation is made less than 30 days prior to the event. Deposits will be refunded pending clean up/damage inspection & return of keys. Rental fee must be paid before the key is released.

BUSINESS/COMMERCIAL USE, WEDDING DANCES/RECEPTIONS, SALES/AUCTIONS MUST PROVIDE PROOF OF LIABILITY INSURANCE & PRIVATE PARTIES MUST PROVIDE A COPY OF THEIR BUSINESS/HOMEOWNERS INSURANCE THAT SHOWS THEY CARRY PERSONAL LIABILITY. In addition to providing their own proof of insurance the renter will, be responsible for notifying food vendors that they must also provide proof of insurance.

**INDICATE BUILDINGS:**

**SOUTH EXHIBIT BUILDING**/includes Kitchen (\$100 Deposit in addition to rental fee)

- \_\_\_\_\_ \$ 50 Non-Profit or Civic Day or Night Meeting (No Deposit required)
- \_\_\_\_\_ \$100 Half Day
- \_\_\_\_\_ \$150 Single Full Day
- \_\_\_\_\_ \$300 3-Day Weekend – (Includes Friday afternoon, Saturday, Sunday until noon)

**NORTH EXHIBIT BUILDING** (\$100 Deposit in addition to rental fee)

- \_\_\_\_\_ \$150 Single Full Day (**Saturday or Sunday Only**) (**NOT Available Monday – Friday**)

**KANEQUIP ARENA** (\$250 Deposit in addition to rental fee)

- \_\_\_\_\_ \$ 650 Single Full Day
- \_\_\_\_\_ \$1000 3-Day Weekend-Includes Friday afternoon, Saturday, Sunday till noon
- \_\_\_\_\_ \$ 750 Turf & Show Ring Setup Fee

**OUT BUILDINGS** (\$50 Deposit in addition to rental fee)

- \_\_\_\_\_ \$ 50 Old Arena, Beef, Swine, Sheep/Goat Barns per day/per out building

**I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AS OUTLINED, AM RESPONSIBLE FOR THE CONDUCT OF THE GROUP UNDER MY SUPERVISION AND UNDERSTAND THAT THE FAIR ASSOCIATION DOES NOT ASSUME LIABILITY FOR ANY ACCIDENTS OR PROBLEMS ON THE GROUNDS.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please mail to Brenda Meseke, 30715 Fairfield Rd. Alma, Ks. 66401**

**WABAUNSEE COUNTY FAIR ASSOCIATION  
RULES FOR USE OF FAIR BUILDINGS & FACILITIES**

1. All events require adult supervision.
2. The right to refuse use is decided by the Wabaunsee County Fair Association.
3. No equipment is to be borrowed or used outside the building without permission.
4. Renter is responsible for setting up chairs and tables and returning them to storage.  
(chairs: 300; tables 50)
5. Nothing may be attached to the walls, ceiling or woodwork.
6. Leave all facilities in a clean and orderly condition:  
(Please bring your own dish clothes and towels)  
Clean bathrooms  
Check kitchen stove  
Wipe off tables  
TURN OFF lights, fans, furnace and air conditioner  
Check faucets  
Take out trash  
SWEEP & MOP floors  
Remove all tape from floor, tables or wherever used (do not use on walls or ceiling)  
Be sure doors are closed and locked  
Make sure outside trash is picked up & trash barrels are moved to the trash dumpster
7. Trash bags and paper towels are supplied.
8. Utensils in the cabinets and drawers belong to the Wabaunsee County Fair Association.  
Please put things back where you found them and in the condition you found them.
9. **RENTER IS RESPONSIBLE FOR:**  
Crowd control  
Security of building  
Property damage  
Facilities and equipment  
Accidents or personal injury as a result of their activity  
Complying with local and state fire regulations  
Cleanup
10. Doors are to remain closed when the air conditioner or furnace is in use.
11. Full deposit will be refunded if everything inside and outside the buildings pass inspection & keys returned.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_