

**Rental Agreement**

Jefferson County Fairboard  
2606 W Burlington St.  
Fairfield, IA 52556  
641-472-4959

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Buildings/Areas requested \_\_\_\_\_

Rental Fee \_\_\_\_\_ 50% due at booking, balance due when key is picked up.

Liability Insurance requirements attached. Additional insurance needed? Yes \_\_\_\_\_ No \_\_\_\_\_

**Rental Guidelines**

1. Contract, deposit and certificate of insurance must be returned to fairboard representative at least two weeks prior to the event.
2. Sweep and/or vacuum floors at conclusion of the event. Do not use water on the floor.
3. Wipe down tables, chairs and other equipment used. Return equipment to proper storage locations.
4. Empty trash containers and put trash in the outside dumpster. Pick up the trash on the grounds. Trash bags are located in the storage closet.
5. No damage to buildings and grounds.
6. Return the keys the day after the event. You may drop the key in the black box next to the fairboard office door. (Monday for weekend events)

The Jefferson County Fairboard is not responsible for accidents or loss of supplies and equipment furnished by the renter for the event.

I agree to the rental guidelines.

Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Fairboard Representative \_\_\_\_\_ Date \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_

Key picked up on \_\_\_\_\_

Balance Due \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_