

FOR OFFICE USE ONLY

Date facility needed: \_\_\_\_\_  
Amount received: \_\_\_\_\_  
Date received: \_\_\_\_\_  
Balance owed: \_\_\_\_\_

**K & J PARTNERSHIP**

P.O. Box 342  
Lee, ME 04455-0342  
Tel. (207) 738-2888

**AGREEMENT:**

Made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between K & J PARTNERSHIP, hereafter  
(month) (year)  
known as the Party of the First Part and \_\_\_\_\_, hereafter known as the  
Party of the Second Part:

Party of the First Part agrees to allow use of "The Pavilion" building to the Party of the Second Part for consideration of \$250.00 per day. Both parties agree to bind themselves to the following terms of this agreement. Other areas of the facility may be used by permission, which must be done in writing. (Attach a note to this contract; sign and date the note.)

**The Party of the First Part agrees to provide the following:**

1. Pavilion at Springfield Fairgrounds from 8:00 AM to midnight on \_\_\_\_\_.
2. Electricity to the Pavilion.
3. Trash dumpsters for disposal of garbage.

**The Party of the Second Part agrees to and provides the following:**

1. \$250.00 Rental Fee per day (8 AM – midnight) made payable to K&J Partnership due with contract (non-refundable).
2. \$200.00 Refundable deposit. Deposit will be returned to the Party of the Second Part within seven days, after it has been determined that there is no loss or damage. If damage to facilities is in excess of \$200.00 deposit, Party of the Second Part will be financially responsible to repair or replace damaged items. Buildings and grounds must be clean.
3. Pick-up and dispose of all trash and litter.
4. Clean the used facility so that it is ready for use the following morning at 8:00 AM.
5. Lock any rental/used buildings and entrance/exit gates to fairgrounds before leaving the facility, unless told otherwise by Party of the First Part.
6. Report any damage or problems immediately to Kirk Ritchie at (207) 738-2888 or John Krapf at (207) 738-4134.
7. Security, if necessary.
8. Portable toilets and wash stations (if wash stations are needed).
9. There probably will be some work being done at the Fairgrounds, which could be a type of hazard. It is important that people using or renting the facility be careful in, on or around the other buildings and venues. The Parties of the First Part will not be held liable for injuries to Party of the Second Part or their guests or assigns under any circumstances. Party of the second part is responsible for notifying their guests about possible hazards or work areas on the fairgrounds. SFA, Inc. and K&J Partnership will not be held responsible or liable for any injuries.
10. **General liability insurance naming K&J Partnership as additional insureds, due 30 days prior to rental date.** Primary general liability insurance can be purchased for \$150.00 a day if you are unable to acquire insurance on your own. There is no liquor liability insurance provided by the Party of the First Part for any event. Liability insurance must be in place prior to and during the event.
11. Any necessary licenses or permits for their particular event.

Date: \_\_\_\_\_

Party of the First Part signature: \_\_\_\_\_

Party of the Second Part signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Approximate number of people expected to attend: \_\_\_\_\_