

FOR OFFICE USE ONLY

Date facility needed: _____ Contract & Deposit: _____
Amount received: _____ Balance owed: _____

AGREEMENT:

Made this _____ day of _____, _____ by and between K & J PARTNERSHIP, hereafter 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 _____ (building name, venue or area of the fairgrounds to be rented/used) to the Party of the Second Part for consideration of \$500.00 from Thursday 5:00 pm – Sunday 5:00 pm. 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 and approved by Party of the First Part. (Attach a note to this contract; sign and date the note if you also wish to utilize another area of the facility.)

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

1. _____ at Springfield Fairgrounds from Thursday 5:00 pm to 5:00 pm Sunday on these dates: _____.
2. Electricity to the Pavilion. Tables & chairs for 150+ people at no additional charge.
3. Trash dumpsters for disposal of garbage. Facility to supply trash bags.

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

1. \$500.00 (3 day) Rental Fee made payable to K&J Partnership due in full 7 days prior to rental date. Contract and \$200.00 deposit due with contract to hold the date. Deposit will be returned to the Party of the Second Part within 7 days of rental date, after it has been determined that there is no loss or damage. If damage to facilities is in excess of \$200.00, Party of the Second Part will be financially responsible to repair or replace damaged items. Report damage/problems immediately to Kirk Ritchie at (207) 738-2888 or John Krapf at (207) 738-4134.
2. Pick-up and dispose of all trash and litter. Place in dumpsters at NE corner of fairgrounds.
3. Clean the used facility so that it is ready for use the following morning at 8:00 AM.
4. Lock any rental/used buildings before leaving the facility. Leave key on counter.
5. Security, if necessary.
6. Portable toilets and wash stations (if needed).
7. 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. 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 to Party of the Second Part or their guests or assigns under any circumstances.
8. **General liability insurance naming K&J Partnership as additional insureds, due 30 days prior to rental date.** Primary general liability insurance may be purchased for a day (\$50 per day – due with contract) if you are unable to acquire insurance on your own. Liability insurance must be in place prior to and during the event. Prices subject to change.
Check here if you want to purchase insurance through K&J's carrier. (Send \$50 Insurance fee plus \$200 deposit with signed contract.)
9. 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: _____