

**SEWARD COUNTY AGRICULTURAL SOCIETY
4-H COTTAGE RENTAL CONTRACT**

For office use only

____ Cash or check #
____ Insurance form
____ Copy for Extension

Renter Name: _____

Renter Phone Number(s): _____ Renter Email: _____

Date of Event: _____

**** NOTE:** All dates for setup, clean up or the event itself must be included on the contract. The facilities are NOT rented on an hourly basis.

Additional Dates Needed: _____

____ (Initials) I agree that I have listed all dates needed for my event. If at any point, renter chooses to rent Additional days, the renter is required to amend the contract with the proper days along with payment.

Purpose of Rental (Please mark the appropriate purpose of the rental):

____ Family Reunion

____ Meeting

____ Graduation Reception

____ Other (Explain): _____

The rental fee is \$75 due now to confirm rental. Make check payable to *Seward Co. Ag Society*

Alcohol consumption: Yes: _____ No: _____ **Number of Guests Expected** _____

For events with more than 75 guests expected, Liquor Vendors are required to serve alcohol. The required Liquor Vendor form can be found at www.sewardcountyfair.com under the "Building Rentals" tab.

____ (Initials) I understand that the Seward County Agricultural Society requires that I have them listed as **"Additional Insured" for all dates of the event.** An Insurance Certificate needs to be emailed to seward-county@unl.edu. The instructions for this can be found on #5 of the Rental Conditions.

**CURRENT RENTAL RATES: 4-H Cottage @ \$75.00 per day
Additional day is \$50.00**

RENTAL CONDITIONS

1. All decorations must be approved by the Agricultural Society staff. No tape, tacks or nails shall be used on wooden walls. Tape on the floor must be blue painters tape only.
2. All rentals with more than 75 guests/participants will require a licensed liquor vendor if liquor is consumed.
3. No refunds of rental fee if cancellation is 60 days or less prior to rental date.
4. The renter shall hold harmless the Seward County Ag Society from all liability for injury or death or loss of or damage to any person or property that occurs during, or as a result of, the use of the facilities by the renter, and shall indemnify the Ag Society for all expense it may incur as a result of claims or demands by anyone resulting from the use of the above listed facility by the renter.
5. Renter agrees to general liability insurance for the scheduled event with limits of no less than \$500,000 per occurrence and \$5,000 medical payment per occurrence under the existing commercial general liability, home owners, or farm owners' coverage of renter naming the Seward County Agricultural Society as an **"Additional Insured"** under such policy of insurance. Proof of coverage must be provided prior to signing of rental contract. Coverage must be validated 10 days prior to event date. Your agent can email the liability binder to seward-county@unl.edu.
6. All renters acknowledge that the Ag Society property is in a flood plain. Thereby the renter shall hold harmless the Ag Society from all liability, or loss of or damage to any property that occurs while renter has use of the facility. Furthermore the Ag Society will be the final word on cancellation due to flooding and/or high water.
7. Renters that choose to disperse alcohol at an event must do so through a Liquor Vendor. Events with less than 75 attendees does not require a Liquor Vendor to disperse alcohol, however all stipulations in the following condition (#8) are to be followed in the same manner.
8. Renters that have obtained permission to consume alcohol on the premises must cease consumption at 12:30 a.m. No alcohol shall be consumed outside the building during the event and the renters or their service contractor shall be responsible for monitoring all alcohol consumption. All open containers of alcohol must be disposed of by 1:00 a.m. Renter shall pay charges for special security if such is deemed necessary by the Ag Society.
9. All renters must vacate the premises by 1:30 a.m.
10. Keys are to be dispersed up to two days before the date of the event unless exceptions have been made prior to the event. Call the UNL Extension Office at 402-643-2981 for arrangements. (Office hours: M-F, 8:00 a.m. – 5:00 p.m.; closed on all State holidays.)
11. Renters by the signing of this contract give their permission/consent to the entry at any time by law enforcement officials or Ag Society representatives.
12. The renter hereby agrees to pay for any and all damage, breakage, or theft that occurs as a result of negligence to misuse of the premises by the renter. **DO NOT SIT ON THE TABLES.** If a table is broken at your event you will be charged accordingly.
13. Renter shall remove all personal items at the end of the night unless prior arrangements have been made with the Extension Office staff.
14. As renter, you are required to put all paper and garbage in the disposal provided outside the building. All kitchen areas should be wiped clean. Assist in putting away chairs. All boxes must be broken down flat before placing them in the disposal area. The *4-H Cottage Checklist* **must be** completed and returned with the key.
15. **THE RENTER SHALL NOT USE THE PREMISES IN VIOLATION OF ANY FEDERAL, STATE LAW OR CITY ORDINANCE OR FIRE REGULATION.**

I/we have read the above policy and agree to follow is as stated _____ (Initials).

Signature of Renter/Renters

Date

Name of Insurance Agent

Agent Phone Number

Signature of Seward County Ag Society or Extension Staff Representative

Date