

LARRY & JOYCE KEIFFER FAMILY LIVING BUILDING

RENTAL CONTRACT

Rental Date: _____

Name: _____

Organization: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____

E-mail: _____

Type of Event: _____

Deposit \$150.00

Receipt # _____ Date: _____

Rental Fee

\$267.50

Receipt # _____

Date: _____

Total Payment: \$ _____

→ **Rental is for 24 hour period unless otherwise arranged.**

→ The park itself will remain open.

→ **Alcohol is only allowed inside the building by permit only.**

→ Room capacity per fire code is 210.

→ No smoking inside building.

→ No pets allowed inside building without prior approval with the exception of 4-H Clubs and service animals.

→ Keys may be picked up at the Extension Office the day of your event or in case of a weekend rental, the Friday before. Office hours are Monday-Friday 8am-4pm, closed County holidays @ 1340 S Jefferson St., Huntington.

→ All amplified music must be played at a level that is not disruptive to other park patrons or nearby residents.

Cash or check only. No credit cards accepted.
Please make check payable to
4-H Fair Association

The following will cause forfeiture of security deposit:

1. Cancellation of reservation less than 30 days in advance.

2. **ANY evidence of alcoholic beverages on the premises inside or outside of the building without a permit.**

3. ANY evidence of smoking indoors.

4. Any trash in the facility or the immediate surrounding area, not placed in trash cans provided or contained by other means.

5. Use of any fastening devices other than tape (including, but not limited to staples, tacks, nails, etc.). All tape must be removed.

6. Failure to sweep floors of the facility, wipe down tables & chairs, or to clean kitchen, sink, countertop & all other amenities.

7. Failure to stack & fold tables and chairs.

8. **Early entry into the building!**

9. Failure to leave building by noted time or failure to return key by next business day.

I, _____, have read and agree to the above, and assume responsibility for any damages to the building and it's contents from my party's use, over and above the security deposit. I understand my deposit will be reimbursed to me in the form of a check from the Huntington County 4-H Fair Association, Inc.

Signed _____

Date: _____

Important Phone Number: Police Dispatch 356-7110

For Assistance: Weekdays: 260-358-4826 (8a-4p)
After hours:

Building Rental Rules

****TABLES SHOULD NOT BE REMOVED FROM THE BUILDING OR
MOVED FROM ONE BUILDING TO ANOTHER****

1. Collect trash bags from all containers and place in the curb-side cans.
2. All food should be removed from refrigerator and disposed of properly.
3. Decorations and methods of attaching it to tables and walls should also be removed and place with trash.
4. Wipe off all tables and chairs (if necessary) and re-stack on carts.
5. Dust mop and mop facility as needed. Floors must be free of any spills, puddles, tape, caked food, etc.
6. All items necessary for the execution of event **MUST** be removed during the same rental period unless prior arrangements have been made.
7. Building must be locked and secured before leaving and key should be returned to the Extension Office by the next business day.