

Clark County 4-H Corporation

9608 Highway 62, Suite 1, Charlestown, TN 47111

Telephone: (812) 256-4591

Website: www.clarkcountyfairgrounds.com

Dear Rental Applicant:

The policy of the Clark County 4-H Corporation concerning the rental of buildings and facilities at the Clark County 4-H Center requires that the attached application form be completed and returned to the Clark County Extension Office before the facilities can be reserved for your event. **All rental rates are charged per day and buildings must be clean and vacated by 12:00am (Midnight). Rental fees must be paid one week prior to event** (money order or check made payable to “Clark County 4-H Corporation”). Clean-Up/Damage Deposit must be paid when submitting rental application, either paid by money order or by check (made payable to Clark County 4-H Corp.). *Please Note: The clean-up/damage deposit will be held until the building is inspected. After the inspection, it will be mailed to you, or you may choose to pick it up at the Clark County Extension Office.*

It is critical that the application form be fully completed so we can provide you with the services and facilities that you desire. We especially need to know the date and time that you plan to set-up for your event, as rental rates are based on the actual number of days that you have access and not just on the day of your event. We also need to know of any special equipment that you desire, such as the number of tables and chairs you will need. (There are approximately 130 chairs and 20 tables in each building.) If you need additional tables or chairs, they are available for an extra fee—see the price chart for details. Extra tables and chairs can only be provided if the other building has not been reserved. We have a total of 46 tables, so you may request up to 26 additional tables if they are available. We have a total of 267 chairs, so you may request up to 137 additional chairs if they are available. Cancellation policy is seven (7) days prior to scheduled usage for entire rental or 24 hours prior to scheduled usage for any portion of rental.

As of June 1, 1993, per the request of the Corporation’s insurance company, the policy has been established that all persons renting any of the buildings or grounds must provide a Certificate of Insurance, (which can be obtained from their insurance company), prior to the rental date. Your Certificate of Insurance must include at least \$1,000,000 in general liability coverage. If we do not receive this Certificate of Insurance when rental fees are paid you will NOT be allowed to use the buildings or grounds.

While the Fairgrounds marquee sign is not included in the building rental, it is available for advertising your event at an extra charge. The charge for the sign is \$25 for one day, \$75 for one week, \$150 for three weeks and \$200 for one month. Should you wish to rent the sign, instructions as to how it should read should also be included with your application.

Special rules and regulations for using the 4-H Center facilities can be found on the back of the rental application. We ask that you read and abide by these rules and regulations. **NO ANIMALS ARE ALLOWED IN EITHER THE COMMUNITY BUILDING OR FOOD STAND.** *Equipment on the fairgrounds, such as tractors, mowers, manure spreader, etc., is not to be used by the renter. There is an extra charge for the use of this equipment and also the equipment is only to be operated by the groundskeeper.*

If you have any problems or emergencies while at the 4-H Center concerning the facilities, you may contact Jennifer Swanson 502-645-4576

We do ask that when you are finished with the building to please turn off all lights, lock the doors and return the key to the lock box. Please refer to the Check-Off Sheet to be sure you know what your responsibilities are before you leave the building.

Thank you for selecting the Clark County 4-H Center for your event.

Sincerely,

CLARK COUNTY 4-H CORPORATION

CLARK COUNTY 4-H CENTER
Clark County 4-H Corporation Board
9608 Highway 62, Suite 1, Charlestown, IN 47111
Telephone: (812) 256-4591

RENTAL APPLICATION - FOR USE OF 4-H CENTER FACILITIES & GROUNDS:

Name: _____

Facility Desired: _____

Date(s) of Events: _____ Hours: _____

Date(s) of Set-Up: _____ Hours: _____
(if extra day, will be charged an extra day's rental)

Nature of Program: _____

Admission Charge (if any): _____

Instructions for Sign (if rented): _____

**** NO ANIMALS ARE ALLOWED IN EITHER THE COMMUNITY BUILDING OR FOOD STAND. ****
**** NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE GROUNDS OR IN THE BUILDINGS ****
****SMOKING IS ONLY PERMITTED IN DESIGNATED AREAS****

APPLICANT(S) ACKNOWLEDGMENT:

We have read and fully understand the rules and regulations of the Clark County 4-H Corporation Board governing the use of these facilities as listed on the reverse side. We agree to strict observance of these rules and regulations, and to be financially responsible for any damage to the buildings and/or grounds due to such use. We understand that failure to abide by these rules could result in forfeiture of our deposit. We understand that a Certificate of Insurance must be provided when rental rates are paid or we will NOT be allowed to use the building(s) or grounds.

SIGNATURE: _____

ADDRESS: _____

DATE: _____

TELEPHONE: _____

RENTAL FEES MUST BE PAID ONE WEEK PRIOR TO EVENT

\$ _____ Total Rental Fee (Make check payable to "Clark County 4-H Corporation".)

\$ _____ Sign Rental Fee

\$ _____ Clean-Up/Damage Deposit (The clean-up/damage deposit will be held until after the event. It will be mailed to you or available for pick-up once the facilities have been inspected and confirmed to be in the same condition as when rented. Please note that the deposit will not be refunded if a cancellation notice is not provided at least seven (7) days before the event.)

Date Received: _____ Signature: _____

RENTAL RATES - CLARK COUNTY 4-H CENTER

<u>FACILITIES DESIRED:</u> (Rental rates are per day unless otherwise noted)	<u>DAILY</u>	<u>TOTAL</u>
Community Building (number of days _____)	<u>\$200.00</u>	_____
Food Center (number of days _____)	<u>\$300.00</u>	_____
Concession Stand (Special Events Track) - (number of days _____)	<u>\$100.00</u>	_____
Extra Tables (number needed _____ X \$3.00 per table)		_____
Extra Chairs (number needed _____ X \$15.00 per rack of 50)		_____
Inside Arena (number of days _____)	<u>\$300.00</u>	_____
Livestock Barns (number of days _____ X number of barns _____) (\$100.00 per barn per day)		_____
Poultry/Rabbit Barn (number of days _____)	<u>\$125.00</u>	_____
Horse Barn & Outdoor Arena (includes stalls & sound system) (number of days _____)	<u>\$600.00</u>	_____
➤ Will be charged \$300 deposit - refundable if facility is cleaned, including trash picked up and stalls cleaned	<u>\$300.00</u>	_____
➤ If 4-H Saddle Club is putting on a show, rental is waived. Entry fees will be split with the 4-H Corporation Board.		_____
Horse Barn (\$30/stall/night) - (number of days _____)		_____
Special Events Track (available upon request) (requests for usage must come before the 4-H Corporation Board)		_____
Campers (number of days _____ X number of campers _____) (no electricity - \$30.00 per camper per day, \$200 per week, or \$750 per month)		_____
Campers (number of days _____ X number of campers _____) (electricity - \$35.00 per camper per day, \$200 per week, or \$750 per month)		_____
Campers (number of days _____ X number of campers _____) (full service-water & sewer - \$35.00 per camper per day, \$200 per week, or \$750 per month)		_____
Boat Storage Rental (\$4.00/foot/month) (storage is available from October 16th to April 30th)		_____
Grass Fields (number of days _____)	<u>\$200.00</u>	_____
Sign Rental (\$25 for one day, \$75 for one week, \$150 for three weeks or \$200 for one month)		_____
4-H Club Fund Raising Events: Clubs wanting to use buildings on the 4-H Fairgrounds for fundraising events are encouraged to make a donation to cover the cost of upkeep and utilities.		_____

TOTAL RENTAL FEES -----

*CLEAN-UP/DAMAGE DEPOSIT (refunded if facilities are left in same condition)

(All rentals require the same deposit amount, regardless of which facility or space is rented) \$ _____ 300.00

RULES & REGULATIONS

Clean-Up/Damage Deposit must be paid at the time the rental application is submitted. **Rental fees are to be paid at least one week prior to rental date.** (Please make checks payable to: Clark County 4-H Corporation.) **We must receive your Certificate of Insurance when fees are paid or you will not be allowed to use the building(s).** No tap-ins are to be made to the permanent PA system. No nails, screws, etc. are to be attached to ceilings or walls.

**NO ANIMALS ARE ALLOWED IN EITHER THE COMMUNITY BUILDING OR FOOD STAND.
NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE GROUNDS OR IN THE BUILDINGS.
ALL BUILDINGS & GROUNDS ARE TO BE CLEANED AND THE TRASH REMOVED AFTER USAGE.
SMOKING IS ONLY PERMITTED IN DESIGNATED AREAS.**

PLEASE NOTE: All electricity on the 4-H fairgrounds is GFI and cannot be changed as it is required by the State.

CLARK COUNTY 4-H CENTER - DAILY RENTAL RATES
(Effective October, 2017)

RENTAL RATES ARE PER DAY UNLESS OTHERWISE NOTED:

Community Building ----- \$ 200.00
Food Center ----- \$ 300.00

Concession Stand (Special Events Track) ----- \$ 100.00

Extra Tables (there are approximately 20 tables in each building, if extra tables are needed, there is an additional charge of \$3/table) (Availability dependent on whether other facilities are booked)

Extra Chairs (there are approximately 130 chairs in each building, if extra chairs are needed, there is an additional charge of \$15/rack; rack is 50 chairs) (Availability dependent on whether other facilities are booked)

Special Events Track (available upon request - requests for usage must come before the 4-H Corp. Board)

Horse Barn & Outdoor Arena (includes stalls & sound system) ----- \$ 600.00
 > Will be charged \$300 deposit - refundable if facility is cleaned, including trash picked up and stalls cleaned.
 > If 4-H Saddle Club is putting on a show, rental is waived. Entry fees will be split with the 4-H Corporation Board.

Horse Barn Stalls (per stall per night) ----- \$ 30.00

Inside Arena ----- \$ 300.00

Poultry/Rabbit Barn ----- \$ 125.00

Livestock Barns (there are four barns - price is per each barn) ----- \$ 100.00

Campers (no electricity) Campers ----- \$ 30.00

(with electricity) ----- \$ 35.00

(Please Note: All electricity on the 4-H fairgrounds is GFI and cannot be changed, as it is required by the State.)

Campers (full service - electric & sewer) ----- \$ 35.00

Additional Camper Pricing: \$200 per week
\$750 per month

Grass Fields----- \$ \$200.00

Marquee Sign (\$25/one day, \$75/one week, \$150/three weeks and \$200/one month)

Boat/RV/etc. Storage ----- \$4.00/ft./mo.
(Storage space is available from Oct. 16th - April)

*Clean-Up/Damage Deposit (per building) ----- \$ 300.00 (deposit will be refunded after event if facilities left in the same condition as rented; will not be refunded if at least a 7-day cancellation notice is not given)

4-H FUNDRAISING EVENTS:

Clubs wanting to use buildings on the 4-H Fairgrounds for fundraising events are encouraged to make a donation to cover the cost of upkeep and utilities.

PLEASE NOTE: BIG EVENTS WANTING TO RENT THE WHOLE FAIRGROUNDS WILL NEED TO CONTACT THE EXTENSION OFFICE, SO OFFICE STAFF CAN GET A PRICE FROM THE BUILDING RENTAL COMMITTEE.

As of January 9, 1997, the Clark County 4-H Corporation Board has changed their policy to NOT loan or rent out any tables, chairs, bleachers, etc. from the Clark County 4-H Fairgrounds.

Please read the following rules and adhere to them:

- > NO ANIMALS ARE ALLOWED IN EITHER THE COMMUNITY BUILDING OR FOOD STAND.
- > NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE GROUNDS OR IN THE BUILDINGS.
- > SMOKING IS ONLY PERMITTED IN DESIGNATED AREAS.
- > All persons renting any of the buildings and/or Grounds must provide a Certificate of Insurance when paying the rental fees or will not be allowed to use the building(s) and/or grounds.
- > Rental fees must be paid one week prior to event (if paying by check, please make check payable to "Clark County 4-H Corporation". Clean-Up/Damage Deposit must be paid when submitting rental application.
- > User is financially responsible for any damage to the building(s) and/or grounds.
- > All buildings and grounds are to be cleaned and the trash removed after usage. (Dumpster is located behind the Community Building)
- > All lights are to be turned off, doors locked and key returned to lock box.

Maximum seating capacity in the Community Building is 300 people & Food Center is 250 people.

CHECK OFF SHEET
LESSEE'S RESPONSIBILITIES FOR THE COMMUNITY BUILDING
OR FOOD STAND AT THE CLARK COUNTY 4-H FAIRGROUNDS

- Thank you for using the Clark County 4-H Fairgrounds facilities for your event.
- The following information is provided to assist you in knowing the responsibilities you have during the use of the facilities.

BEFORE LEAVING

_____ **Wipe off tables and chairs. Place them on the appropriate carts and store them in the storage closet.**

_____ **Sweep the building. (Brooms found in storage closet.)**

_____ **In the kitchen, wipe off countertops and stove top.**

_____ **Check to make sure that the stove is turned off.**

_____ **Make sure all left over food is removed from the refrigerator.**

_____ **Pick up all trash and table coverings. Place all trash in the plastic bags in the trash containers. Either take the trash with you or place the bags in the trash dumpster (located behind the Community Building).**

_____ **Make sure all lights are off in the building, including the restrooms.**

_____ **Lock all doors and return the key to the lock box.**

Jennifer Swanson 502-645-4576

NOTE: REFUND OF THE DAMAGE/CLEAN-UP DEPOSIT WILL BE DETERMINED BY THE CONDITION OF THE BUILDING AFTER USE AND ADHERENCE TO THE COVENANTS AND CONDITIONS FOUND IN THE RENTAL AGREEMENT.

If you have any comments, please let us know below:
