

Facilities Contact:

Johnny Rice  
479-774-5391

Event Date \_\_\_\_\_

Room/Other \_\_\_\_\_

Amount Paid \_\_\_\_\_ Rcpt. # \_\_\_\_\_

# Johnson County Fair Association

## Facilities Reservation Form

Name/Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Rental Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

A deposit of \$100 per room is required at reservation. Deposit will be returned if facility is cleaned, trash is removed and any other arrangements made at time of reservation have been met.

Facility to be used:

Exhibit Building - \$400

Chairs - \$1/chair

Big Room - \$250

Tables - \$5/table

Small Room - \$150

Pavilion - \$150

Livestock Barn - \$200

The JCFA will allow 2 hours for set-up the evening before an event. A period longer than 2 hours will be considered another full rental fee. No heat or air can be turned on during the set-up time.

The JCFA reserves the right to require security for any event.

Is security required?    Yes    No    If yes, # of officers required \_\_\_\_\_

Total cost for security (# of officers X \$ \_\_\_\_\_ X # of hours) = \_\_\_\_\_

This contract must be completed and fees paid a minimum of one week prior to the event to allow for ample time for scheduling. If renting chairs and/or tables, if returned in poor condition there will be a \$10/chair charge and \$50/table charge damage fees.

\_\_\_\_\_/\_\_\_\_\_  
Renter Signature & Date

\_\_\_\_\_/\_\_\_\_\_  
JCFA Member Signature & Date