



**Ogemaw County Agricultural Society**  
**2300 Rifle River Trail**  
**P.O. Box 175**  
**West Branch, MI 48661**  
**989-345-5393**

**RENTAL CONTRACT FOR  
 OGEMAW COUNTY AGRICULTURAL SOCIETY GROUNDS FACILITIES**

\_\_\_ Log Chapel \_\_\_ Exhibit Building 1 \_\_\_ Exhibit Building 2 \_\_\_ Bingo Building \_\_\_ Freedom Pavilion  
 \_\_\_ Wangler Pavilion \_\_\_ Specific Area of the Grounds \_\_\_\_\_

Renter Name: \_\_\_\_\_

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

Email Address \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Phone Number: \_\_\_\_\_ Proposed use of facilities: \_\_\_\_\_

Rental Term From Date: \_\_\_/\_\_\_/\_\_\_ and Including Date: \_\_\_/\_\_\_/\_\_\_

Total Rental Fees: \$\_\_\_\_\_, Plus a Security Deposit of \$\_\_\_\_\_

Wording to be put on front sign \_\_\_\_\_

**Office Use Only: Check # \_\_\_\_\_ Date Received \_\_\_\_\_ Amount \_\_\_\_\_ Initials \_\_\_\_\_**

**Balance Due \_\_\_\_\_ Date Received \_\_\_\_\_ Amount \_\_\_\_\_ Initials \_\_\_\_\_**

**GENERAL TERMS:**

1. All proposed rentals are subject to review and approval by the Rental Committee.
2. Reservations must be made through the caretakers or rental chairperson by execution of this document.
3. A deposit of \$600.00 is required to secure a date in our books.
4. Ice is available at a cost per bag to the renter. 40 bags will be placed in the freezer for your use. Inventory will be taken and the cost deducted from the security deposit.
5. A 90 day advance notice is required to cancel your date and receive a refund of the deposit.
6. **The remaining payment and proof of insurance must be provided 90 days prior to contracted event and postmarked by \_\_\_\_\_.**

If not postmarked by this date, your reservation for above date is voided and security deposit is forfeited.

**Renter must carry and provide proof of a general liability insurance policy in the amount of \$500,000.00 for the entire term of the rental contract.** The Ogemaw County Agricultural Society must be listed as an additional insured on the policy. *General liability Insurance is usually available as a rider on your homeowner's insurance policy, check with your agent for details.*

7. Renter is liable for damages to the grounds, buildings and their contents throughout the term of the rental contract.
8. Renter is responsible for the conduct of their guests while on the Fairgrounds throughout the term of the rental contract. Parents are responsible for the whereabouts of their children at all times.
9. Renter is liable for violation of state laws, rules, and regulations occurring on the Fairgrounds throughout the term of the rental contract..
10. **This rental contract does not guarantee other portions of the Fairgrounds will not be rented concurrently.**
11. The Ogemaw County Agricultural Society agrees to rent the facilities previously stated for the aforementioned term in accordance with the following terms and conditions:
12. **Air conditioning will be set to 70 for all rentals and is to not be changed (Building #1 only)**

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**SMOKING POLICY:**

Ogemaw County Fairgrounds Hall (Exhibit Building Number One) and all buildings on the Fairgrounds are nonsmoking facilities. Absolutely no smoking in any part of the building(s) will be permitted at any time. SMOKING IS ALLOWED IN DESIGNATED AREAS ONLY.

**KEYS:**

Arrangements are to be made with the caretakers at 989-345-5393 to pick up keys any time after 8:00 AM on the morning your rental starts.  
The keys must be returned by 1:00 PM on the last day of the contract after a walk thru check is completed.

**BARTENDERS:**

The bartenders are furnished by the renter.  
The bartenders must be over 21 years of age.  
No more than 3 people behind the bar at any time.  
All persons must be over 21 years of age to consume alcohol.

**SECURITY:**

Security will be contracted by the Ogemaw County Agricultural Society for your event at **your** expense. Alcohol MAY NOT BE served and kegs MAY NOT BE tapped until Security arrives.  
All persons must be over 21 years of age to consume alcohol.

**FOOD AND BEVERAGES:**

Two large coffee pots are available in the kitchen for use.  
All persons must be over 21 years of age to consume alcohol.  
All beverages will be served in containers provided by the renter.  
Beer pitchers are not provided. Taps for kegs are provided. CO2 is NOT provided.  
Kitchen utensils, pots, pans, dish rags, dish towels and paper towel are not provided.  
All cupboards are locked.  
Deep fryers are not available and not permitted inside the building. Moving or replacing any of the kitchen equipment is not permitted at any time.

**DECORATIONS:**

Decorations policy applies to all buildings rented.  
Decorations will be removed by the renter by the end of the rental term.  
No decorations may be tacked, pasted, taped, nailed or fastened in any manner that will leave marks, holes or disfigure any part of the hall or building.  
Ceiling decorations are to be attached to provided hooks only. These hooks are not to be moved.  
Do NOT try to push ceiling tiles up to decorate, hang or tie anything to the support rails.  
Due to insurance purposes, only battery operated candles are allowed.  
All doors (fire exits) must remain clear at all times.

**SECURITY DEPOSIT:**

You must be ready for a walk through inspection no later than 1:00 PM on the last day of your rental contract. If you are not ready by 1:00 PM your security deposit may be withheld. The caretaker will meet the renter at the time the keys are released and collected. At prearranged time, a survey of the premises will be done with the renter to assess cleanliness and damages, if any. Any damages will be deducted from the security deposit. If the cost of the damages exceeds the amount of the security deposit, the renter will be billed for the balance of the repair costs.

If no damages are sustained to the property, and the following closing and cleaning procedures are followed, the deposit will be returned after the board meeting following the rental.

**CLOSING:**

CLOSING TIME FOR THE BAR IS 12:00 AM.

MUSIC WILL STOP BY 12:00 AM.

THE BUILDING MUST BE CLOSED BY 1:00 AM.

All doors must be locked and lights out.

At the time of closing on the day of the event, please have all tables cleaned of debris and all garbage placed in dumpsters behind building.

Please mop up spills of beverages and alcohol before leaving for the night. Failure to do so may damage the floor and subject the renter to forfeiture of the security deposit.

**CLEANING:**

PLEASE SEE ATTACHED CLEANING LIST FOR DETAILS.

**FAILURE TO COMPLY WITH CLOSING AND CLEANING REGULATIONS  
WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT.**

*I agree to abide by the terms and conditions above and acknowledge receipt of this agreement.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature of renter* *Date*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature of Authorized Representative of the Ogemaw County Ag Society* *Date*

**Make checks payable to: The Ogemaw County Agricultural Society**

Please return a signed copy of this contract, with deposit \_\_\_\_ASAP\_\_\_\_.

Ogemaw County Agricultural Society  
P.O. BOX 175  
West Branch, MI 48661

Upon receipt of signed contract and deposit an authorized representative of the Ogemaw County Ag Society will sign and date the contract and return a copy to you.

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# Clean Up Check List for building #1 Hall

## Renter's copy

### Small Dining Room

- \_\_\_\_\_ Empty garbage and replace bags.
- \_\_\_\_\_ Remove all tape and decorations from tables.
- \_\_\_\_\_ Wipe down tables and chairs.
- \_\_\_\_\_ Return tables and chairs to storage room and stack padded chairs.
- \_\_\_\_\_ Sweep and mop floor with cleaning solution provided in kitchen.

### Kitchen

- \_\_\_\_\_ Clean stoves and ovens (top, front & inside).
- \_\_\_\_\_ Wipe down appliances, counters and sinks.
- \_\_\_\_\_ Wash coffee pots.
- \_\_\_\_\_ Check walk in cooler and refrigerator for items left.
- \_\_\_\_\_ Empty garbage and replace bags.
- \_\_\_\_\_ Turn off air conditioning.
- \_\_\_\_\_ Sweep and mop floor with cleaning solution provided in kitchen.
- \_\_\_\_\_ # of ice bags used. \$\_\_\_ each bag.

### Large Hall Area

- \_\_\_\_\_ All decorations removed, including table decorations.
- \_\_\_\_\_ Tables, chairs and must be wiped down and put into storage room.
- \_\_\_\_\_ Tables on cart, first table top down, folding chairs on cart, stack padded chairs.
- \_\_\_\_\_ Empty garbage and replace bags.
- \_\_\_\_\_ Wipe off bar, clean off shelves in back of bar.
- \_\_\_\_\_ Sweep and mop floor with cleaning solution provided in kitchen.

### Bathrooms

- \_\_\_\_\_ Clean mirrors, toilets and sinks.
- \_\_\_\_\_ Empty garbage and replace bags.
- \_\_\_\_\_ Sweep and mop floors with cleaning solution provided in kitchen.

### Outside areas

- \_\_\_\_\_ Outside the hall and parking lots cleaned of all debris.
- \_\_\_\_\_ Remove all garbage from containers, put into dumpsters, and replace bags.

Check out time on or before 1pm. (Last day of rental contract)  
Coordinate time with caretakers.

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Revised 11/4/2021