

**RENTAL AGREEMENT**

Bureau County Agricultural Board  
PO Box 238 ~ Princeton, IL 61356 (815) 875-2905

The **BUREAU COUNTY AGRICULTURAL BOARD**, Hereinafter referred to as the **Board**, Agrees to rent to \_\_\_\_\_ Hereinafter referred to as the **Renter**  
Address \_\_\_\_\_ Phone # \_\_\_\_\_, the  
(Location) \_\_\_\_\_  
Date of usage \_\_\_\_\_ for the sum of \$ \_\_\_\_\_

The Board will provide rest room facilities, water and electricity. There will be a heat surcharge of \$ \_\_\_\_\_ for the months of October through April. Any extension cords needed will be provided by the Renter. Electrical wiring may be inspected by an electrician at the request of the Board.

**Insurance Requirements** - The Renter must supply a Certificate of Insurance of their own with \$1,000,000 general liability limits naming the Bureau County Agricultural Board, PO Box 238, Princeton, IL 61356; as an Additional Insured. This must be provided to the Board prior to using the facilities. The Certificate can be faxed to 815-879-7005.

The renter must leave the premises in the same condition as when entered and agrees to pay for any damages made to the property to the Board. Should any damage to Board property occur, the Renter is responsible, and will be billed for the repair of damaged or destroyed facilities.

**Set up Day** – Non-commercial users may have one day in advance for set-up, decorating, etc. on the condition that there is nothing previously booked on that day. A heat surcharge will be charged for the set up day, of \$ \_\_\_\_\_, if heaters are turned on.

The Renter agrees to set up and clean up the building(s) used and to place garbage in the dumpster. If more than one (1) dumpster is used, a fee of \$ 40 will apply. If the area requires additional clean up after an event, requiring the Board to clean up, the following rate will be charged to the Renter. \$15 per hour for each person; minimum charge \$30.

Following their event the Renter will take responsibility for shutting off lights, heat and closing and locking all doors.

The Renter agrees not to sub-lease without the approval of the Board’s Event Manager. If the kitchen is sub-leased, that entity must provide a Certificate of Insurance of their with \$1,000,000 general liability limits of their own naming the Bureau County Agricultural Board, PO Box 238, Princeton, IL 61356; as an Additional Insured. This must be provided to the Board prior to using the facilities.

**Coca-Cola Products** - If the Renter / Sub-Renter sells (non-alcoholic) beverages, they **must** sell Coke products, distributed by Coca-Cola of Peru, IL. The Agricultural Board sells these products for Coke and will provide Coca-Cola products for your organization and pricing for resale. To be sure we have enough inventory on hand, please contact the Event Manager with your inventory needs two weeks prior to your event.

No other vendors can be used to provide non-alcoholic beverages. A cooler is available in the Allen Building for 20 oz. Coke products. An inventory sheet will be supplied for the renter to complete at the end of the event. Payment for Coke products must be made at the completion of your event. If additional product is needed during your event, call the contact phone # in the drawer next to the cooler.

**Allen Building Kitchen** – This includes a stove, microwave, sink, refrigerator/freezer and pop cooler. Renter is to follow current Health Department guidelines – subject to inspection.

**At the completion of your event;** garbage should be removed to the dumpsters outside the building, floors swept, refrigerator emptied and counters cleaned. Heaters or fans turned off. Lights turned off. Doors locked and keys returned. Tables and chairs placed back into racks unless prior instructions have been given to leave in place.

No nails or tape is to be placed on the walls, no vehicles in the buildings-No smoking in the buildings.

**PA System** – A PA system is available for use, with prior notice, for events in the Allen Building.

**Alcoholic Beverages** - If a Renter desires to sell alcoholic beverages, special arrangements must be made with the Board. Liquor liability insurance and license requirements from the State of Illinois must be followed. A security deposit will be required at any events that liquor is present.

**Tables / Chairs** – Are provided for (indoor use only) of Renter. Any items damaged will be charged to the Renter. Tables and chairs to be placed on racks following the event unless prior instructions have been given to leave them in place. Please do not allow your guests to stand or sit on the tables.

**Camper Fees** – The Renter will be charged a fee of \$15 per day per camper attending the event using electricity and or water hookups. No sewer facilities are available.

Excessive snow- In the event of excessive snow that needs to be removed for the above rental period, the Renter will be charged 50% of the removal costs.

**Reservations** will not be made until a signed contract has been returned. Keep a copy of the contract for your records and return a copy to the Board. Please make checks payable to Bureau County Agricultural Board. Mailing address – PO Box 238, Princeton, IL 61356

**Barn Rental** - \_\_\_\_\_ Barn \_\_\_\_\_ pens /stalls  
\_\_\_\_\_ to clean up following event \$ \_\_\_\_\_ Rate

**Payment to be made on** \_\_\_\_\_

Please sign and return this agreement, along with your Certificate of Insurance by \_\_\_\_\_..  
The Board May Accept or Reject This Agreement.

\_\_\_\_\_  
(Rental - Contact Person)      Phone #      \_\_\_\_\_  
(Board - Event Manager)

\_\_\_\_\_ Date      \_\_\_\_\_ Date

Set up date \_\_\_\_\_ Time \_\_\_\_\_ Type of event \_\_\_\_\_

Event starting time \_\_\_\_\_ Event ending time \_\_\_\_\_

# of campers \_\_\_\_\_ Fee \$15/ day - \$ \_\_\_\_\_ due to the Board.

If event is cancelled by Renter - Cancellation Fee - \$ \_\_\_\_\_

Deposit to be paid 10 days prior to the event \$ \_\_\_\_\_

The following fees will be deducted from the deposits upon the event of their occurrence:

Broken Chair \$ 25 Broken Table \$100

Revised 1-9-07