Facilities Contact:
Johnny Rice
479-774-5391
Jana Rice
479-774-5395

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 - $600
- ☐ Big Room - $400
- ☐ Small Room - $300
- ☐ Pavilion - $200
- ☐ Livestock Barn - $500

- ☐ Chairs - $1/chair
- ☐ Tables - $5/table

The JCFA will allow 2 hours for set-up the evening before an event for an additional $100. 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