

Office Use Only

Date Received _____

Total Fee Paid _____

Dates Scheduled _____

Keys picked up at MSU Stillwater County Planning Office on the day of event, unless it is a weekend event, then they may be picked up before 4:30 p.m. Friday before event.

STILLWATER COUNTY PAVILION RENTAL AGREEMENT

328 E. 5TH Ave. N., Columbus, MT 59019

Contracting Party: _____

Phone Number: _____

2nd Contact Name: _____

Phone Number: _____

Event Name: _____ Dates requested _____

Mailing Address: _____

Initial _____ Contracting party: **MUST BE STILLWATER COUNTY RESIDENT** (out of county residents will be charged double rental)

Renting: Pavilion _____

DAILY RENTAL CHARGES: Rental Charges include kitchen/cleaning fee and may not be subtracted from rental charge.

\$60.00 x _____ = \$ _____ **Public School Functions, County Meetings**

\$90.00 x _____ = \$ _____ **Educational:** Lectures, workshops, seminars, weed & livestock programs, special youth meetings, church films, etc.

\$100.00 x _____ = \$ _____ **Organizational Benefits:** Fund Raising Community clubs (youth organizations, churches, civic groups, and fraternal groups) and funeral receptions.

\$160.00 x _____ = \$ _____ **Community, Family, and County Events:** - Town events, anniversaries, weddings, receptions, & reunions.

\$200.00 x _____ = \$ _____ **Business Meetings, Commercial/Private:** Events generating income for private groups/ individuals or a business. (Such as auctions/sales; garage sales; arts & craft sales, business promotions or any other event for personal, group or business profit.)

DAILY FEES:

\$25.00 x _____ = \$ _____ **Utilities charge per day, September 15 thru May 15.**

ADDITIONAL CHARGES:

\$150.00 x _____ = \$ _____ Please select the additional areas \$150 each.

_____ Leuthold _____ Grass Areas _____ Arena

\$500.00 x _____ = \$ _____ **ENTIRE Fairgrounds (no RV Hookups & services)**

\$50.00 x _____ = \$ _____ Each extra day before & after event (Entry to Fairgrounds allowed ONLY on days rented)

\$10.00 x _____ = \$ _____ WIFI access per day

In addition, you must follow cleaning instructions given to you at time of signing the rental contract.

Grand Total \$ _____ **+ Annual Event Reservation, a nonrefundable Deposit of \$25.00 = \$** _____

Renter agrees that the premises will not be considered rented until payment made through the Stillwater County Extension Office (bring receipt), proof of insurance, and the signed original of this Agreement and Hold Harmless Agreement are delivered to the Stillwater County Extension Office, PO Box 807, Columbus MT 59019. ****Renter also agrees that no alcoholic beverages will be sold or served without Permit and Proof of a \$1,000,000. Insurance policy in effect, prior to event. _____ (If your event is being catered, we must have proof of insurance from them also if alcohol is involved.) Initial _____

Signature: _____ Date: _____

_____ I have received and read the copy of renter responsibilities/cleaning rules.

Initial _____

_____ I understand additional charges may apply if renter responsibilities/cleaning rules are not followed.

Initial _____

_____ I understand that 50% of my payment will be kept if cancellation is not made two months prior to the event.

Initial _____

_____ I will provide proof of insurance for this event before the keys will be released to me or my organization.

Initial _____

_____ I will not, nor will any one associated with this event, enter the Fairgrounds/Pavilion before the contracted dates.

Initial _____