

# Southeast Alaska State Fair Event Rental Application

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

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

*(Rental period begins with set up date and ends when breakdown is complete)*

## ***Event Description:***

Contact Person: \_\_\_\_\_ Organization: \_\_\_\_\_

## Contact Info

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Food Caterer: \_\_\_\_\_

Alcohol Caterer: \_\_\_\_\_

- Proof of cater permit and insurance
- Renter's alcohol insurance policy

***Renter is responsible for conveying all policies to hired caterers. Renter assumes 100% responsibility for event alcohol liability and must purchase insurance if the bar is not catered by insured permit holder.***

## ***Important Notes:***

- Please confirm a set-up plan with Fair staff at least **30 days prior** to the event date.
- Contact person **must** be in attendance throughout the entire event and is responsible for rental policy compliance.
- "Wrap time" refers to the agreed-upon time the renter must have the event space returned to its original condition and be ready to leave the space.
- Rental rates will be highlighted and acknowledged in separate documents (invoices) and may be calculated hourly, by half days, by whole days, and/or combination of the above
- A signed contract and date-hold deposit in the amount of **50% of the costs associated with the event space rental plus \$100 refundable cleaning deposit** must be received to reserve your date(s) and time(s).
- The **balance** of your space rental fee is due **thirty (30) days prior** to your event
- Miscellaneous costs are due before the start time of your event
- A copy of your Special Event Liability insurance is due no later than **ten (10) days** prior to your event.
- Any additional costs that arise will be due within **two (2) business days** following your event.

## **Southeast Alaska State Fair Facility Rental Policies**

### **Set-Up/Breakdown Service:**

Standard Harriett Hall rental fee, **with 30 days advance floor plan**, includes setup and breakdown of tables, chairs, and linens. Setup service in **outdoor** venues is available for an additional \$200 charge. (Initial \_\_\_\_\_)

### **Additional time for setup, room decorating:**

If the renter needs additional time for setup, room decorating, etc., the renter may ask for access to the room beyond the contracted time for additional charges. Additional setup hours must be contiguous with event hours, i.e. additional setup or breakdown time is only available for hours immediately before or after the event and at Fair's discretion. **You must request this time in writing at least 30 days prior to your event.** (Initial \_\_\_\_\_)

### **Last Minute Service Fee:**

Additional setup and breakdown time requested of staff is subject to a \$100 charge. A late floor plan fee of \$100 will be levied for last-minute changes to the floor, or floor plans filed less than 30 days in advance of the event. (Initial \_\_\_\_\_)

### **Decorations:**

Renter is responsible for decorating the event space and removing decorations after the event. The renter is responsible for removing all decorations, tacks, tape, and pins after the event. Anything left after vacating the space becomes the property of the Southeast Alaska State Fair and is subject to a disposal fee of \$50. Candles or other flames are not permitted. Fireworks are strictly prohibited on the fairgrounds. (Initial \_\_\_\_\_)

### **Garbage Disposal:**

Renter is responsible for disposing of all event garbage and recycling; kitchen refuse must be cleared from Fair property within 24 hours. Renter agrees to pay \$100 fee for failure to remove event trash within 24 hours. (Initial \_\_\_\_\_)

### **Deposit:**

At the time of booking, the Southeast Alaska State Fair requests a fully refundable damage and cleaning deposit of \$100 plus 50% of the rental fees. (Initial \_\_\_\_\_)

### **Cancellation Policy:**

- More than 30 days in advance-subject to a \$50 administration fee
- 30 days to 7 days in advance-Subject to 50% penalty of total costs
- Within 7 days-Subject to a 100% penalty of total costs
- Cancellations due to weather-subject to a \$50 administration fee, set-up and breakdown fees, and fuel use charges. (Initial \_\_\_\_\_)

**Damage & Cleaning Policy**

The renter is responsible for any damage occurring during use of any Fair building or facility, and shall pay for damages to the satisfaction of the Southeast Alaska State Fair. To avoid damage or defacement charges, renters should obtain approval from SEAK Fair Staff prior to affixing anything to walls, floors, ceilings, or other surfaces. The renter will clear away all trash, and wipe off all tables, oilcloths, and chairs after events or risk losing the \$100 cleaning deposit. Extraordinary messes or spills must be cleaned by the renter prior to departure and within the time of the rental reservation in order to avoid the loss of the cleaning deposit and/or additional charges. The renter will be charged for any equipment that is missing following the events or any damage that is incurred due to the event. The renter will be billed for damages. (Initial\_\_\_\_\_)

**Kitchen:**

The kitchen must be cleaned in accordance with the Alaska Department of Environmental Conservation standards. If the kitchen is not satisfactorily clean, Southeast Alaska State Fair will give the renter an opportunity to complete the clean-up, or forfeit cleaning deposit. The renter will be charged for the replacement value of any missing or damaged equipment, deducted from the deposit. If the deposit is not adequate, the renter will be billed for the balance. (Initial\_\_\_\_\_)

**Insurance Requirements:**

Special Event Liability insurance is required of all renters and is due no later than ten (10) days prior to your event. Event insurance can be found at <https://www.theeventhelper.com/>. *Southeast Alaska State Fair* must be named on the policy. (Initial\_\_\_\_\_)

**Hold Harmless:**

Renters agree that SEAK Fair is not responsible for any items personal or otherwise brought into the event facility or in the facility’s parking lots that are lost, stolen, damaged or otherwise lose value. Renter specifically waives and agrees to indemnify and hold harmless SEAK Fair’s Board and employees from any claims, loss or damage to any guests, vehicles or others as a result of the use of said event space, adjacent areas, parking lot and SEAK Fair site or areas traversed to access said event space, unless said claim, loss or damage is the result of SEAK Fair’s Board or staff direct intentional misconduct. (Initial\_\_\_\_\_)

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

## Daily Rental Pricing

(Please check the box for items needed)

*Rental pricing is by the day. Please consider setup and breakdown days when calculating your costs and planning your event. Please check with Fair staff for availability.*

- Harriett Hall:** \$400 includes Hall & Green Room. Setup of tables/chairs, Staff Fee, and Fuel Charge included

### *Available Furnishings*

- Round tables- 90inches, seats 8 per table-up to 20 tables
  - Rectangular tables-6ft up to 112 tables
  - Chairs
- Half-day Hall:** \$200 events 4 or fewer hours during business hours M-F, no set-up
- Kitchen:** \$100 includes 6 burner gas stove, 36" gas oven and two 30" gas ovens; cookware; Hobart dishwasher; large cooler; large freezer.
- Paysons/Park Pavilion/White Fang Way:** \$250 does NOT include setup of tables/chairs  
**\*Other facilities not listed are available at the discretion of Fair staff**

*Harriett Hall Dinnerware/Linens/Equipment: Fair is responsible for setting and laundering all linens. Renter is responsible for washing, polishing and repacking all dishes, silverware, and glassware. INDOOR USE in Harriett Hall ONLY*

- Linens:** \$50
  - Round Table Linens (Burgundy & White) 20 each
  - Rectangular Table Linens: (Red, Blue, Eggplant & White (limited))
- Chair Covers:** \$50 (White w/ black or red sashes)
- Dishes & Silverware:** \$50
- Glassware** (wine/pint glasses): \$25 (breakage fee \$6/glass)
- Hot Bar:** \$25
- Disco Ball**
- Party Lights**
- Vases**

### A/V and presentation

- Speakers/Board/Mic:** \$50-4 portable JBC speakers, cables, mic/stands, I-pod jack
- Indoor Stage, skirting:** \$50 (4'x4' sections, elevation 3 feet)
- Projector/screen:** \$25 (Harriett Hall only; price included with speaker rental)
- Movie Screen:** \$100 (Harriett Hall rental only; 10'tall x 13' wide)
- Podium**
- Dance Floor:** \$50 (Harriett Hall only)

# Southeast Alaska State Fair Rental Agreement

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Floor Plan Due Date (30 days prior to event): \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Reservation Deposit (50% of rental fee): \_\_\_\_\_ Date Paid: \_\_\_\_\_

Total Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this contract, the renter agrees to abide by the policies and fees listed in this rental application, including any restrictions or additions in writing from the Fair staff.

\_\_\_\_\_  
Date \_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date \_\_\_\_\_  
Executive Director