

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: _____

*the following are required:

- Proof of cater permit and insurance
- Renter's alcohol insurance policy (if not provided by caterer)

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** must be received to reserve your date(s) and time(s).
- The **balance** of your space rental fee is due **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 on the Fairgrounds 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. No refuse may be left outside for any length of time. Renter agrees to pay \$100 fee for failure to remove event trash within 24 hours or leaving refuse outside. (Initial_____)

Deposit:

At the time of booking, the Southeast Alaska State Fair requests 50% of the rental fees to hold the date and time of the event. (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. 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 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 they will be charged for clean up costs. The renter will be charged for the replacement value of any missing or damaged equipment. (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.

Fair rental assets are to be used on the Fairgrounds only. Off-site rental of Fair assets is available only with prior approval and only to SEAK Fair Inc.'s governmental and nonprofit partners.

- Harriett Hall: \$500** includes Hall & Green Room. Setup of tables/chairs, Staff Fee, and Fuel Charge included

Available Furnishings

- Round tables- 90 inches, seats 8 per table-up to 20 tables
- Rectangular tables-6ft up to 112 tables
- Chairs
- Half-day Hall: \$300** 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) 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**
- 10x10 pop up tents \$10**
- Disco Ball**
- Party Lights**
- Vases**

A/V and presentation

- Speakers/Board/Mic: \$75**-4 portable speakers, cables, mic/stands
- Indoor Stage, skirting, steps: \$50** (4'x4' sections, elevation 3 feet)
- Projector/small screen: \$25** (Harriett Hall only)
- Movie Screen: \$100** (Harriett Hall rental only; 10'tall x 13' wide)
- Podium**
- Dance Floor: \$100** (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: _____

Non-Profit 15% discount: _____ (for official nonprofit organizations in good standing)

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 _____
Fair Representative

Replacement Costs

It's expensive to replace the various items available at the Hall. Below is a sample list of the costs to replace items should they be damaged during your rental. If an item is damaged, you will be asked to pay for its replacement. Please keep that in mind!

Rental Item Replacement Costs:

Tables:

60" round tables: \$250 each

6' rectangle tables: \$119 each

Chairs:

Folding chairs: \$93 each

Linens:

90" round: \$30 each

60" x 84" rectangle: \$57 each

Disco Ball/Party Lights:

20" adj. mirrored disco ball: \$289.

Adj. Ball motor: \$120.

Party Lights: \$284.

Pinspot light: \$30.

A/V Presentation/Dance Floor:

Dance Floor per 12'x12': \$246

Accordion Display Dividers:

14' x 6'10" Divider : \$1,370 each

Portable Pop Up Tents:

10'x10' Pop up tent: \$195 each