

1055 S. WASHINGTON ST.  
VAN WERT, OH 45891



PHONE: (419)238-9270

### Van Wert County Agricultural Society Building Rental Policies:

**Liability Proof of Insurance:** The Lessee, at its own cost and expense, shall obtain commercial liability insurance covering their operations which are subject of this agreement. Such liability insurance shall cover both injury and property damage liability and shall provide a limit of coverage of not less than \$500,000 per occurrence for the Junior Fair Building and Dairy Barn rentals. The Annex, EMR, Commercial Building and Agricultural Building rentals require liability insurance that shall cover both injury and property damage liability and shall provide a limit of coverage of not less than \$250,000 per occurrence. The Van Wert County Agricultural Society needs to be named as an additional insured on the policy. The lessee is responsible for obtaining this coverage through their insurance provider as well as providing said coverage in printed or digital format prior to picking up the key for the rental.

**Cancellation Policy:** PLEASE NOTE OUR CANCELLATION PENALTY IS 90 DAYS PRIOR 50% OF THE DEPOSIT IS RETAINED BY THE VAN WERT COUNTY AGRICULTURAL SOCIETY/VAN WERT COUNTY FAIRGROUNDS. 60 DAYS PRIOR 100% OF THE DEPOSIT IS KEPT. No credit card fees will be refunded.

**Setting Up/Tearing Down Policy:** If tables and chairs have been rented from the Van Wert County Agricultural Society it is required that the lessee provide us with a count of tables and chairs needed not later than the week prior to the event. The tables and chairs will be placed in the rented area the day of set up. It is the lessee's responsibility to set up the tables and chairs as well as put the tables and chairs back once the event is over. All trash shall be picked up and placed in the trash barrels, please tie the trash bags and leave in barrels. Our staff will remove the tied trash bags from the barrels after the event. Trash bags are provided. The lessee is also responsible for sweeping the floors, and tidying the restrooms. (Toilet paper, paper towels, and hand soap are provided in the restrooms starting the day of set up.) Please check the area before leaving for any personal items not to be left behind.

**\*\* Fire lit candles are prohibited, please use battery operated only \*\***  
**\*\*NO NAILS, STAPLES, TAPE ON WALLS OF THE JR FAIR BUILDING OR DAIRY BARN\*\***

**Deposits:** Rental Deposit is required within 10 days of placing the rental on hold.

Junior Fair Building	\$500
Dairy Barn	\$400
EMR / Annex	\$75
Commercial Building	\$200
Ag Building	\$150

**Key Deposit - \$20**

The key can be picked up the week of the event, then shall be returned the week following the event and deposit will be reimbursed. We ask that you please bring cash for this deposit.

**Cleaning Deposit:** if the tear down policy requirements have not been met.

<b>EMR &amp; Annex</b>	<b>\$100</b>
<b>Jr. Fair Building &amp; Dairy Barn</b>	<b>\$250</b>