

# **SOUTHEAST ALASKA STATE FAIR EVENT RENTAL APPLICATION**

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Event Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set up Begins: \_\_\_\_\_ Break down Complete: \_\_\_\_\_  
(Rental period begins with Set up Date and ends when Breakdown is complete)

Event Description \_\_\_\_\_

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

Contact Info: Daytime \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

Proof of cater permit and insurance \_\_\_\_\_ OR

Renters' Alcohol Insurance Policy \_\_\_\_\_

***Renter is responsible for conveying all policies to hired caterers. Renter assumes 100% responsibility for event alcohol liability and must purchase unless bar is catered by insured permit holder. Fair must be named additional insured on all policies.***

Set up notes: -

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***Please confirm a set-up plan with Fair staff 30 days prior to event if applicable. Contact person must be in attendance through entire event, and is responsible for rental policy compliance.***

# DAILY RENTAL PRICING AND CHECKLIST

**Property:** Rental pricing is by the day. Please consider set up and breakdown days when calculating your costs and planning your event. Please contact us with questions.

\_\_\_\_\_ **Harriett Hall: \$350** Includes Hall and Green Room. Setup of tables/chairs included.

\_\_\_\_\_ **Fuel Usage:** \_\_\_\_\_ (metered--add to Hall rental cost)

\_\_\_\_\_ **Half day Hall: \$200** Events 4 or fewer hours during business hours M-F, no setup

\_\_\_\_\_ **Kitchen: \$100** Includes 6 burner gas stove, 36" gas oven and two 30" gas ovens; cookware; Hobart dishwasher; large cooler; two reach-in fridges; large freezer.

\_\_\_\_\_ **Green Room: \$100** Available business hours M-F.

\_\_\_\_\_ **Paysons Pavilion: \$250** Does not include setup of tables/chairs.

\_\_\_\_\_ **White Fang Blvd.: \$250** Does not include setup of tables/chairs.

\_\_\_\_\_ **Park Pavilion: \$200** Does not include setup of tables/chairs.

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

\_\_\_\_\_ **Linens: \$50** (table: red, blue, eggplant/chair cover/sash: black, red)

\_\_\_\_\_ **Dishes/silver \$50**

\_\_\_\_\_ **Glassware** (wine/pint) \$25 or included with dish rental

\_\_\_\_\_ **Other Equipment** \_\_\_\_\_

## **A/V and Presentation**

\_\_\_\_\_ **Speakers/Board/Mic: \$50** 4 Portable JBC speakers, cables, mic/stands, I-pod jack

\_\_\_\_\_ **Indoor Stage, skirting: \$50** set up fee 4' x 4' sections, elevation 3 feet

\_\_\_\_\_ **Projector/screen: \$25** (Indoor only)

\_\_\_\_\_ **Movie Screen: Indoor only \$50** 10' tall x 13' wide

\_\_\_\_\_ **Podium**

\_\_\_\_\_ **Staff Fee: \$20/hour for private events/functions.**

\_\_\_\_\_ **Carpeting:** Carpet is laid in Harriett Hall Sept-April, \$100 off-season installation/removal.

\_\_\_\_\_ **Dance Floor: \$50** (Indoors only)

## **Policies:**

**Optional Set-Up / Breakdown Service:** \$200 minimum charge for outdoor setup. Standard **Harriett Hall** rental fee includes set-up and breakdown of tables, chairs, and linens. Additional Harriett Hall set-up and breakdown requested of staff is subject to a charge depending on desired floor plan. A fee will be levied for last-minute changes to the floor plan.

**Rates and Times:** Rental rates are for same day setup and breakdown. Additional setup and breakdown days may be reserved IF available; rates are 50% of the regular rental rate, with a maximum of one day prior and one day following the event. On event day, events ending later than midnight are subject to an **additional full-day rental charge, plus overtime staff rates of \$35 per hour**. Lessee is responsible for all guests, and for ending the event according to times specified in the rental contract.

**Decoration:** *All event and decoration plans require advance approval.*

**Candles, fire, or other flames are not permitted indoors. Fireworks are prohibited on the Fairgrounds.** Lessee is responsible for decorating the event space, and removing decorations after the event—please see damage clause for more information.

**Garbage Disposal:** Lessee is responsible for disposing of all event garbage; kitchen refuse must be cleared from Fair property within 24 hours. Renters will be charged a \$100 minimum fee for failure to remove event trash.

**Fuel Use Charge:** Fuel Use Dependent on Consumption – Renter pays the cost of any heating fuel used for events, including pre-heating required for events.

**Deposit:** At time of booking, the Southeast Alaska State Fair requests a fully refundable damage and cleaning deposit that is equal to the actual use fees.

**Cancellation Policy:**

- More than 30 days in advance – Subject to a \$50 administration fee
- 30 days to 7 days in advance – Subject to a 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
  - Applicable only if weather conditions prevent the event.

**Organizational/Business Member's Rate**

25% Discount – Corporate and Non-profit Members at the \$100 level receive a 25% discount per rental use.

## **Damage and 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 advance approval from Fair staff for all event plans and all decorations.

Renters will incur a minimum \$100 fee for any damages, in addition to replacement value. A **minimum** \$100 charge will be levied for unauthorized or unapproved uses of Fair property.

Fire and candles are not permitted in Harriett Hall. Fire and candles outdoors require approval. Fireworks are strictly prohibited.

The renter is responsible for removing all decorations, tacks, tape, and pins after the event.

The renter will clear away all trash, wipe off all tables and chairs, and stow all equipment after events. If outdoors, all items that might blow away or attract bears or vermin must be properly disposed of after the event, and all equipment must be .

Extraordinary messes or spills, including in bathrooms, kitchen, or other rental areas, 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 event or any damage that is incurred due to the event. The charges will be deducted from the deposit. If the deposit is not adequate, the renter will be billed for the balance.

**KITCHEN:** The kitchen must be cleaned to the satisfaction of Fair staff. If the kitchen is not satisfactorily clean, Southeast Alaska State Fair will give the renter an opportunity to complete the cleanup, or forfeit sufficient funds from the deposit to accomplish the work. Additional rental fees may apply. 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. The Renter is responsible for conveying all rental policies to its hired caterers.

**Southeast Alaska State Fair Rental**

**Total Rental Fees** \_\_\_\_\_

**Deposit Amount** \_\_\_\_\_ **Date** \_\_\_\_\_

**Heating Fuel Charge** \_\_\_\_\_

**Damage or Cleaning Fees** \_\_\_\_\_

**Balance Due** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

**Lessee**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Fair Representative**