

AGRICULTURE & TRADE CENTER RENTAL AGREEMENT

Box 282 Colville, WA 99114

(509) 684 - 2585

THIS AGREEMENT, made and entered into this ___ day of _____ by and between Stevens County, hereinafter referred to as the "County", and _____, located at

Address: _____

Phone: _____, hereinafter referred to as the "Tenant".

WITNESSETH: That for and in consideration of the terms and conditions set forth herein, the County grants to the Tenant a non-assignable right to use and occupy those portions of the Agriculture & Trade Center referred to as the "Space" and further identified below, to conduct and operate such activity as described and no other.

THE COUNTY SHALL:

- Permit the Tenant to access and occupy the space one-half (1/2) day preceding such activity to prepare for occupancy and one-half (1/2) day thereafter to restore the space to its original state. Additional time necessary will be charged according to the fee schedule in the "Settlement" section of this agreement.
- Use reasonable safeguards against fire, theft, and accidents, but does not assume any liability for damages to goods or property of the Tenant from fire, theft, water or storm, or any other cause. Nor does the County assume any liability for accidents to persons or property caused under, or by virtue of the operation of the Tenant under this contract.

THE TENANT SHALL:

- Pay a non-refundable rental deposit in the amount of 25% of the space rental fee as calculated in the "Settlement" section of this agreement upon signing if more than 45 days in advance of the event date to insure space availability.
- Pay a space rental fee as calculated in the "Settlement" section of this agreement upon signing no less than 45 days in advance of the event date, less any rental deposit made prior thereto.
- Pay \$25.00 per check for any NSF Check returned to the County.
- Accept full responsibility and liability for the actions of all people employed by the Tenant or attending the event. The Tenant will be responsible for security for the event.

- Not permanently alter or destroy any part of the premises, and will not use nails, hooks, tacks, screws or tape other than masking tape in any part of the building. The Tenant shall be responsible for any labor and material cost incurred restoring damaged property to its original condition before the Tenant's event.
- Keep all activities and advertising matter within the space rented and shall place no advertising on the outside of permanent buildings.
- Indemnify and save harmless the County, its officers, agents, and employees, from and against any and all suits, claims, actions, losses, costs, penalties, and damages of whatsoever kind or nature, including attorney fees arising out of, in connection with, or incidental to the activities of the Tenant, except that caused by the sole negligence of the County.
- Maintain a Comprehensive General Liability insurance policy with minimum limits of liability in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate during the scheduled event including move-in and move-out operations. The above insurance policy shall name the County, its officers, agents, and employees, as additional insured thereon, state that it is primary insurance on behalf of the County regardless of other County maintained insurance, and provide the County with not less than thirty (30) days advance written notice of cancellation. **A Certificate of Insurance in lieu of a policy copy is required to be attached hereto and will suffice provided a certified copy of the policy will be provided to the County upon request.**
- Be responsible for ordering dumpsters for extra garbage and pay any fees associated therewith. (Contact Sunshine Disposal & Recycling at 509-685-9775)

SETTLEMENT:

Event Name: _____ Event Date(s) : _____

1. \$_____Space non-refundable rental deposit
2. \$_____Space Rental (less deposit, if applicable)

* * * * *Please make check payable to NE WA Fairgrounds* * * * *

To calculate your total space rental: Find the space(s) you wish to rent in the "RENTAL REFERENCE" on the next page and place an (x) in the box beside them. Total the first day charge for your space(s) with the sum of any additional day charges. Your total space rental is \$_____. Do not include move-in and move-out. If you are not making a non-refundable rental deposit, place (n/a) on line 1 above and record your total space rental on line 2 above.

If tables and chairs are to be set-up and taken down in the Ag & Trade Center by Facility Staff, indicate here () **and add an additional fee of \$150.00 to your total space rental fee.**

To calculate your space non-refundable rental deposit: Multiply your total space rental amount by 0.25 and place your answer on line 1. Subtract the rental deposit amount from the total rental amount and record your adjusted total space rental on line 2.

RENTAL REFERENCE

		Weekday Rates		Weekend Rates	
		Mon 7:00 a.m. thru Thu 10:00 p.m.		Fri 7:00 a.m. thru Sun 10:00 p.m.	
		1/2 Day	Full Day	1/2 Day	Full Day
Meeting/Banquet Room	<input type="checkbox"/>				
Includes Main Room, Conference Room and Patio Area	First Day	\$150	\$300	N/A	\$350
	Additional Days		\$150	N/A	\$200
	Total				
Kitchen	<input type="checkbox"/>				
Must be rented with Meeting or Conference Room	First Day		\$50		\$100
Cannot be rented by itself	Additional Days		\$40		\$50
	Total				
Conference Room	<input type="checkbox"/>				
If Meeting/Banquet Room is rented, Conference Room will not be available for rent	First Day		\$50		\$50
	Additional Days		\$40		\$40
	Total				

Projector-- \$100 daily Laptop \$50 Screen \$50

Additional time necessary for setup/cleanup if available at 50% of the applicable daily rental fee and is not to be considered a part of the event.
For more information or reservations, call (509) 684-2585 or (509) 680-6300

IN WITNESS WHEREOF, the said parties have read and agree to the terms and conditions of this agreement.

By: _____ Date: _____
 (Tenant or Representative)

Federal Tax ID/Sales Tax ID: _____

By: _____ Date: _____
 (Facility Operations Manager)