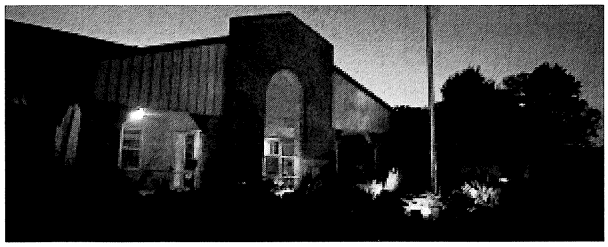

Hamilton County 4-H Fairgrounds
2003 Pleasant Street
Noblesville, IN 46060
317-776-0854
https://www.hamiltoncofairgrounds.com/

Registration/Payment Receipt 55375066

06/19/2023 03:29 PM

Account Information
Georgia Marshall

Received By

Item	Balance Due	Amount Paid
Hamilton County 4-H Fairgrounds Exhibition Center - Halls A, B, C Jun 20, 2023 8:00 AM-8:00 PM - No Charge: $0/Hour	$0.00	$0.00
Security Fee	$75.00	$0.00
WiFi	$5.00	$0.00
Miscellaneous - Taxed	$0.00	$0.00
Miscellaneous (Any service fees assessed post event.)	$0.00	$0.00

Change in Balance

Account Balance
(As of 06/19/2023 03:29 PM)

Transaction Notes

Marshall Family Baby Shower
Tuesday, June 20, 2023
Exhibition Center Halls A, B, C

Main Contact: Georgia Marshall xxx-xxx-xxxx.

200 people
Set-up 8:00 a.m.
Event time 10:00 a.m. - 6:00 p.m.
Clean up 8:00 p.m.

10 long tables
40 round tables
200 Chairs

Fees, signed waiver, and certificate of insurance due no later than xx/xx/xxxx.

Emergency on-call number xxx-xxx-xxxx.

Prompt(s)

Is this a Purdue Extension Event? No

What type of event would you like to host? (Business meeting, trade show, wedding reception, birthday party, etc.) rental - baby shower

I understand that alcohol is not permitted at the Hamilton County 4-H Fairgrounds. I am not planning on having alcohol at my event. Agreed

Will there be live animals at the event? No

Have you rented a facility on the Hamilton County 4-H Fairgrounds before? (Georgia Marshall) Yes

What time would you like your event to begin and end? (Do not include your set-up time.) For example: a training seminar registration beginning at 9:00 a.m. with the last session of the day ending at 4:00 p.m. 10:00 a.m. - 6:00 p.m.

Time can be allotted for a renter to set up ahead of their event. What time should set up start for this event? 8:00 a.m.

How many people will be attending your event? Be sure to include all workers, vendors, guests, etc. 200

How many rectangular tables are needed for this event? Rectangular tables provided are 6 feet long. 10

How many round tables are needed for this event? Round tables provided are 5 feet wide and can seat 6-8 people. 40

How many folding chairs are needed for this event? 200

Will you need a microphone? Yes

Will you need a podium? No

Will you need an LCD projector? Yes

Will you need an overhead projection screen? Yes

Stage and staging materials (curtains, risers, stage runners, etc.) are available with this facility. Will this event require staging? No

Facility Notes

Hamilton County 4-H Fairgrounds Exhibition Center - Halls A, B, C

Event attendees should plan to use the main parking area for the Hamilton County 4-H Fairgrounds and enter the Exhibition Center through the double glass doors.

Waiver(s)

Fairgrounds Improvement

As of September 2022. the Hamilton County 4-H Fairgrounds is slated to have facilities improvements and upgrades. This construction could impact your facility, as some buildings will be torn down or temporarily closed. Renters may be asked to move to a different facility or date on the grounds. Renters may not be able to hold their event on the 4-H Fairgrounds.

*****This contract can be null and void at any time due to facilities upgrades.**

Rental Agreement

Terms of this agreement are as follows:

Payment

A $250.00 deposit is to be paid to the Hamilton County Treasurer to reserve a date. The deposit will be held by HAMILTON COUNTY 4-H FAIRGROUNDS and will be refunded forty five to sixty days after inspection of the facility and finding it in satisfactory condition. The deposit will NOT be refunded if the event is cancelled by the Renter Fourteen (14) days or less prior to the event date. Payment in the amount

specified in this contract is required in full fourteen (14) days prior to the event date. Payment will be nonrefundable unless HAMILTON COUNTY 4-H FAIRGROUNDS is unable to provide the Facility or defaults under this agreement. Failure to comply with the above payment schedule will render this agreement null and void and HAMILTON COUNTY 4-H FAIRGROUNDS will not host the event. Equipment may be rented through HAMILTON COUNTY 4-H FAIRGROUNDS, and advance payment will be required.

Insurance

The Renter shall furnish at its own expense, proof of public liability and property damage insurance against losses or claims relating to or arising out of any aspect of the Event and any use or occupancy of the Facility by Renter, its agents, employees, customers, servants, or invitees. The Renter's insurance shall provide and include the following: workmen's compensation with policy limits not less than five hundred thousand ($500,000) per accident, five hundred thousand ($500,000) per employee, and five hundred thousand ($500,000) policy limit; comprehensive general liability, bodily injury, and property damage, providing limits of liability of not less than one million ($1,000,000) per occurrence and two million ($2,000,000) in the aggregate personal injury and death. Events with 500 or more attendees shall provide and include the following: workmen's compensation with policy limits not less than five hundred thousand ($500,000) per accident, five hundred thousand ($500,000) per employee, and five hundred thousand ($500,000) policy limit; comprehensive general liability, bodily injury, and property damage, providing limits of liability of not less than two million ($2,000,000) per occurrence and three million ($3,000,000) in the aggregate personal injury and death. Renter shall name the County of Hamilton County Indiana, Hamilton County Commissioners, HAMILTON COUNTY 4-H FAIRGROUNDS, and its directors, officers, employees, and agents named as additional insured on a primary and non-contributary basis and shall provide for a waiver of subrogation for the additional insureds; automobile liability insurance covering all owned, leased, borrowed, rented or non-owned autos used by employees or others on behalf of the Renter for the Event for an amount not less than one million ($1,000,000) combined single limit for bodily injury and property damage and the Renter shall name the County of Hamilton County Indiana, Hamilton County Commissioners, HAMILTON COUNTY 4-H FAIRGROUNDS, and its directors, officers, employees, and agents named as additional insured on a primary and non-contributary basis and shall provide for a waiver of subrogation for the additional insureds; and the Renter maybe required to have umbrella/excess liability policy with a combined single limit of one million ($1,000,000). At least ten (10) business days before the term of this agreement, the Renter will present to the HAMILTON COUNTY 4-H FAIRGROUNDS duplicate policies of insurance, issued by a company acceptable to the HAMILTON COUNTY 4-H FAIRGROUNDS, together with certificates evidencing that the insurance coverage described above has been obtained and will be in force and effect throughout the term of this agreement without possibility of cancellation. Failure to provide these documents by the described date will render this agreement null and void and the HAMILTON COUNTY 4-H FAIRGROUNDS will not host your event. Hamilton County reserves the right to require the Renter to be compliant with any other insurance coverage requirement pursuant to the County's Amended Hamilton County Policy Establishing Insurance Requirements for Vendors (the "County Insurance Policy") when the County determines it to be necessary. The County Insurance Policy can be found in its entirety here: Amended-Hamilton-County-Insurance-Policy-for-Vendors.

Facility Equipment and Personnel

The HAMILTON COUNTY 4-H FAIRGROUNDS is a Smoke Free Facility; smoking will not be tolerated in any HAMILTON COUNTY 4-H FAIRGROUNDS buildings. Anyone offering food or drink for public consumption must contact the Hamilton County Health Department for food safety requirements and permit applications two weeks prior to the event. For more information contact the Hamilton County Health Department at or 317-776-8500. Llama Barn Restrictions-permitted activities are restricted to warming of precooked foods and beverages. Activities that are NOT permitted include cooking, frying, grilling, and any activity involving open flame. The use of any flammable burners (i.e. propane) is strictly prohibited in the buildings. HAMILTON COUNTY 4-H FAIRGROUNDS does not allow the Renter to use any type of confetti when decorating the facility. The Facility will be lighted, heated, or air conditioned (where applicable) and when appropriate, and cleaned for the Event. Unless stated elsewhere, the Renter will rent all equipment necessary through HAMILTON COUNTY 4-H FAIRGROUNDS for the Event. HAMILTON COUNTY 4-H

FAIRGROUNDS will have facility personnel, either County personnel or HAMILTON COUNTY 4-H FAIRGROUNDS's hired third party personnel, on site at all times during the Event. Facility personnel are responsible for unlocking, locking all entrances, responding to power failures, and inspecting the building after the event. Security personnel will be provided upon requestor or at the discretion of HAMILTON COUNTY 4-H FAIRGROUNDS. Renter will pay any and all costs associated with Security Personnel.

Access and Surrender

The HAMILTON COUNTY 4-H FAIRGROUNDS will allow the Renter access to the facility at the beginning of the term of this agreement. At the end of the term of this agreement, the Renter will peaceably vacate the Facility and leave it in the same condition as the beginning of the term of this agreement. Failure to do so will result in forfeiture of the deposit. The Renter shall be liable for all damage to the facilities caused by any person who attends or participates in the Event or who performs any service in connection with the Event, including but not limited to Renter's employees, customers, agents, servants, and invitees. The Renter will be liable for the cost of any use of the Facility beyond the term of this agreement. (See Item "c" below). If goods or property of the Renter is left in the premises after the term of this agreement, the Renter will be liable for the cost of storage as determined by HAMILTON COUNTY 4-H FAIRGROUNDS. The Renter hereby conveys and warrants to the HAMILTON COUNTY 4-H FAIRGROUNDS any and all property that remains to the premises for fifteen (15) days after this agreement, indemnifies the HAMILTON COUNTY 4-H FAIRGROUNDS from all liability arising from the property and its disposal, and authorizes its disposal. The Renter will have access to the facility during the aforementioned date and times. If the Renter exceeds the aforementioned times, renter will be liable for additional rental fees of Two Hundred Dollars ($200.00) per hour.

Use of Facility (Usage Rules)

No alcoholic beverages permitted in any building or on the property of the HAMILTON COUNTY 4-H FAIRGROUNDS. No smoking or e-cigarettes permitted in any buildings. The Renter will not permit any portion of the Facility to be used or occupied in a manner or for any conduct of activity in violation of any governmental statute, ordinance, order, regulation, or rule. The Renter will not permit anyone to present or use any copyrighted composition, work, or material, without the prior written consent of the copyright holder. Regardless of whether such written consent is secured by Renter, the Renter will hold the HAMILTON COUNTY 4-H FAIRGROUNDS harmless from any actions, causes of action, or claims of any nature whatsoever relating to such copyright including attorney fees. The Renter will not assign its rights under this agreement, and no assignment will be effective. Renter is responsible for their own set-up, tear down, and clean up unless other prior arrangements have been made. All Children must be supervised and kept out of non-rented areas. Youth activities must be chaperoned by a minimum of two adults over twenty one years of age. Renter is restricted only to the buildings and areas specified in the agreement. Renter must be considerate of other groups in buildings/areas next to or near your Event. (I.e. keep music levels down, keep children in rented areas, etc.) Portable Divider Walls in the Exhibition Center between halls A, B, and C are only to be unlocked and moved by the HAMILTON COUNTY 4-H FAIRGROUNDS Maintenance staff. No decorations or items of any kind shall be hung from the ceiling or ceiling structures.Any damage that may occur due to violation of this rule will be paid by the Renter. No Equipment is to be removed from the HAMILTON COUNTY 4-H FAIRGROUNDS buildings or grounds without permission. Renter must pay $50.00 if the fire alarm is pulled for a non-emergency situation during their rental event. No tape is allowed on the floors, only Blue painters tape, sticky tack or command strips may be used on the walls in the Exhibition Center or the O.V. Winks building. Renter must remove all tape before departing. Only pegboard hooks may be used for hanging items in the Annex building. Pegboard hooks may be obtained from the Extension office or grounds office. No nails or hooks shall be allowed on walls in any buildings. Renter must return floors, tables, restrooms, and kitchen equipment to the original state of cleanliness. Entire areas must be swept. Stained areas on the floors must be wet mopped. All trash is to be placed in trash cans (including restrooms, kitchen, and outside areas. Trash cans in the main rental area should be emptied and put in the dumpster. Renter must take all their signs, and leftover materials with them. Dumping of any substance into the wash drains/storm sewers is strictly prohibited. Livestock and animal groups are responsible for the removal of all bedding and manure from the HAMILTON

COUNTY 4-H FAIRGROUNDS. Renter using the buildings will be responsible for setting up and tearing down tables and chairs and returning them to carts. The HAMILTON COUNTY 4-H FAIRGROUNDS Maintenance staff is available for hire to provide set-up, tear down, and clean up service. Tables should be covered before serving food or doing crafts and should be cleaned with soap and water afterwards. All tables are stored upside down and should all face the same way on the carts. Tables and chairs should be handled with care and may not be removed from HAMILTON COUNTY 4-H FAIRGROUNDS. No doorways marked with an exit sign can be blocked, or covered in any way for any reason. No tables or booths may be set up in the gallery area (hallways) in the Exhibition Center. Parking is free. No parking or unloading is allowed in the grassy areas around the buildings. Do not drive on grass around the buildings. There are approximately 400 parking spaces available around the Exhibition Center. Additional parking is available by the O.V. Winks building, the barns and in the 14 acre grassy area south of the building. Renter is responsible for obtaining all required permits for their Event. All candles must be enclosed in a container that protects flame and dripping wax. Floating candles are preferred. Liquid-or gas-fueled vehicles, boats, or other motorcraft shall not be located indoors except as follows: batteries are disconnected; fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least); fuel tanks and fill openings are closed and sealed to prevent tampering; vehicles, boats or other motor craft equipment are not fueled or defueled within the building. t. Vehicles not permitted to be driven in the Exhibition Center. Fog or smoke machines are not allowed to be used in any building. No pets or animals allowed in any building unless arrangements are made in advance with Facilities Coordinator or Operations Manager. 14 RV hook-ups are available with only electricity and water for a fee. In addition to the many electrical outlets there are electrical ceiling drops (Exhibition Center only) available for an additional charge. No electrical cords allowed on the floor. For any rental that requires extra electrical wiring, the wiring shall be at the Renters expense, be done by the HAMILTON COUNTY 4-H FAIRGROUNDS electrician and have the approval of the Operations Manager. All heating/air conditioning thermostats will be controlled by the HAMILTON COUNTY 4-H FAIRGROUNDS Maintenance staff. Building Rental Hours- 8:00 am.-Midnight and rental rates are subject to change and our posted on the HAMILTON COUNTY 4-H FAIRGROUNDS website. HAMILTON COUNTY 4-H FAIRGROUNDS does not relinquish the right to control and manage the Facility and may enforce all reasonable rules for management of the Facility. During the term of this agreement, HAMILTON COUNTY 4-H FAIRGROUNDS may use any portion of the Facility for any purpose, provides that the use does not interfere with the proper use of the Facility by the Renter under this agreement. Any printed materials will refer to the Facility as follows: The Hamilton County 4-H Fairgrounds. HAMILTON COUNTY 4-H FAIRGROUNDS shall have approval over all copy and listings released by Renter that describe the HAMILTON COUNTY 4-H FAIRGROUNDS, its services and/or Facility. The HAMILTON COUNTY 4-H FAIRGROUNDSC will provide copy and descriptive materials for use by the Renter. HAMILTON COUNTY 4-H FAIRGROUNDS is not responsible for property lost and stolen from the building during the term of this agreement. If HAMILTON COUNTY 4-H FAIRGROUNDS is unable to provide the Facility of any goods, services, or personnel because of strike, lockout, public calamity, act of god, or a public need declared by the Hamilton County Board of Commissioners which requires the County's use of the facility, then both the HAMILTON COUNTY 4-H FAIRGROUNDS and the Renter shall be excused from further performance of this agreement. dd. The laws of the State of Indiana shall govern this agreement.

This agreement sets forth all promises and conditions and the complete understanding of the HCFEC and the Renter concerning the rental of the Facility. Any amendment, change, or addition to this agreement shall be made only in writing signed by HAMILTON COUNTY 4-H FAIRGROUNDS and the Renter. Additional Expenses requested by the Renter and agreed upon by HAMILTON COUNTY 4-H FAIRGROUNDS:

By Approving of this Event Proposal, you acknowledge that you have read and agree to all of the terms and conditions listed in the Event Summary and Event Policies.

Thank you for choosing the Hamilton County 4-H Fairgrounds for your event.