

# **RED RIVER VALLEY FAIR ASSOCIATION**

570 Rita Haynes Blvd. • Paris, Texas 75460 . • Phone: 903-785-7971 • Fax: 903-784-1969

Ver. 20210825

## **FAIRGROUNDS - Building Use Guidelines and Lease Agreement**

**NOTE: Please read all building guidelines prior to signing.**

1. Person making reservations is solely responsible for all building guidelines, signing, paying of lease and returning key.
2. Decorations: No decorations, signs, etc., are allowed to be attached to the interior walls or ceiling. No bales of hay or straw to be used inside building.  
**\*ABSOLUTELY NO BALLOONS WITH STRINGS THAT MAY BE CAUGHT IN CEILING FANS OR TO BE TURNED LOOSE OUTSIDE TO GET INTO POWER LINES.** Check with management.
3. **Tables:**
  - a. Lessee must cover all tables used when serving food or drink - wipe table tops off. Do not put staples in tables.
  - b. **Return tables used to the proper location as found when you entered the building. (Place tables around the walls, standing as found.)**
  - c. **Do not fold up tables; do not stand or sit on tables.**
  - d. **DO NOT REMOVE ANY TABLES FROM BUILDING. DO NOT TAKE OUTDOORS.**
  - e. Lessee is responsible for any damaged tables.
4. **Chairs:**
  - a. **Place all chairs back on carts following use.**
  - b. Stack all chairs in same direction on cart.
  - c. Return carts to proper location.
  - d. Lessee responsible for any damaged chairs.
  - e. **DO NOT REMOVE ANY CHAIRS FROM BUILDING. DO NOT TAKE OUTDOORS.**
5. **A/C or Heat units:** Buildings will be preset for your comfort depending on the season of the year; do not change settings.
  - a. Leaving doors propped open with units on will add to rental total or result with no refund of deposit.
6. **Ice machine:** Do not unplug ice unit for any reason.
7. Do not remove any of the light bulbs from any of the light fixtures.
8. **Alcoholic Beverages on Premises: NOT ALLOWED !!!**
9. **Children on Premises:** Adults must supervise all children playing outside. DO NOT allow children to:
  - a. Climb or play on stage or bleachers
  - b. Play in streets
  - c. Climb or play in concession area of Coliseum
10. **Additional Electrical Needs:** All rentals include standard electrical usage. Power needed for items such as Bands, Sound Systems, additional lights, or plugs located outside for bounce houses, etc. are additional to standard rental. Check with management for cost detail.
11. No animals are allowed inside the buildings, due to the fact that food is frequently served inside the buildings.
12. NO SMOKING ALLOWED IN ANY BUILDINGS.
13. RV Hookups are available at a fee. See Fee Schedule for per day cost.
14. Any loss of key will require a minimum fee of \$150.00 to replace keys and change locks on buildings.
15. Key should be dropped in mail drop at West Side Office door following rental.

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### **16. CLEAN-UP:**

- a. **All trash, etc., must be removed from building following rental; same day, do not leave anything in building and expect to come back the next day to clean; the building may be rented the next day.** Empty containers in the dumpsters.
  - b. Clean up includes servicing outside of buildings for paper, cans, cups, etc.
  - c. Floor Maintenance: Service all areas that you used such as main area, kitchen, foyer and restrooms. Return floors to the condition you found when entering. This applies to all buildings. **\*\*Do not use dust mops for cleaning up spills on the floor; use wet mops.**
  - d. Check and lock all doors; turn off all lights.
17. All buildings must be cleaned and locked by midnight.
18. **All rental fees are based on the total hours of use, including setup, event, and cleanup. There is a three hour minimum on all rental.**
19. Lessees shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from their operations. Lessee shall indemnify and hold harmless Red River Valley Fair Association, Inc. and its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from their operations.
20. Lessee and/or organization leasing any building, hereby accepts full responsibility for any and all damages to any buildings, contents, or grounds. Also that Lessee agrees to pay full repair or replacement cost as advised by the Fair Association.
21. Refunds of rental deposits are made only with a 30-day notice of cancellation.
22. **Clean up/Damage Deposit** will be added to every rental agreement. After the Fair Association has viewed the building following the building rental, the deposit may be refunded. Any building or grounds area that is not properly put back in order or any guidelines not followed will result in the deposit being held by the Fair Association. Any damages to building, tables, or chairs will be taken from the Clean Up/Damage Deposit.
23. **No building will be held without contract and deposit. All fees must be paid in full 14 days prior to rental.**

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**Red River Valley Fair Association Building Rental Contract:**

Lessee Name: \_\_\_\_\_

Lessee Address: \_\_\_\_\_

Lessee Telephone: \_\_\_\_\_

Fair Association Building(s) Leased Under This Contract:

Community Exhibit Center \_\_\_\_\_ Coliseum \_\_\_\_\_

Building "B" \_\_\_\_\_ West Side \_\_\_\_\_ Other \_\_\_\_\_

NOTE: All building lease agreements must be signed and returned, with all deposits, before the lease is confirmed and placed on schedule. The lease must be returned within seven (7) days of receipt.

\*\*Point of information: Do not enter the building until the time that is shown on lease agreement.

Date of Rental: \_\_\_\_\_

Hours of Rental: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Total Hourly Fee: \$ \_\_\_\_\_ Clean-Up Fee: \$ \_\_\_\_\_

Clean Up / Damage Deposit: \$ \_\_\_\_\_ Misc. Electrical / Water: \$ \_\_\_\_\_

Total all fees due: \$ \_\_\_\_\_

Amt. of Deposit: \$ \_\_\_\_\_ Payment by cash or check# \_\_\_\_\_

Date Paid: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Balance Due Paid: \$ \_\_\_\_\_ Payment by cash or check# \_\_\_\_\_

Date Paid: \_\_\_\_\_

Lease Signed this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Red River Valley Fair Association – Management Signature

Fair Copy \_\_\_\_\_

Lessee Copy \_\_\_\_\_

\*\*\*\*\*CLEAN UP/DAMAGE DEPOSIT

Date Refunded \_\_\_\_\_ Check # \_\_\_\_\_

Reason clean up/damage deposit was not refunded: \_\_\_\_\_