

RENTAL RATES -- WARRICK COUNTY 4-H CENTER
EFFECTIVE DECEMBER 1, 2015

<u>BUILDING</u>	<u>COMMERCIAL</u>	<u>NONCOMMERCIAL</u>
Auditorium, Kitchen & Small Room (500 capacity)	\$ 550.00	\$350.00
Small Room & Kitchen	100.00	100.00
Exhibit Building	250.00	200.00
Grandstand Arena	500.00 (+ \$200 lights)	500.00 (+ \$200 lights)
Animal Show Arena/Barn/Poultry/Rabbit Barn	125.00	100.00
Cattle Barn	200.00	125.00
Horse Barn & Horse Arena	300.00	200.00
Homemakers Building	200.00	200.00
Farm Bureau Building (Security Deposit \$50.00)	100.00	100.00
Entire Grounds (with <u>NO</u> Buildings)	1,000.00/2 day 2,500.00/weekend or 3days	750.00
Grounds – Section 1 (Midway)	300.00	300.00
Grounds – Section 2 (South Lot)	300.00	300.00
Grounds – Section 3 (Lakeside)	250.00	250.00
Entire Grounds & All Buildings (1 Week/7 days)	6,000.00 (with \$500 deposit)	

SECURITY DEPOSIT

The security deposit of \$200 is due with completed lease form 20 days after scheduling event. Renters may enter the building to set up at 8:00 a.m. the day before event for an additional fee of \$200.00. All rates will be subject to Indiana Sales Tax. If tax exempt, lessee must submit General Sales Tax Exemption Certificate (Form ST-105) with completed lease form.

The lessee must furnish the 4-H Center with a Certificate of Insurance for (a minimum amount of \$1,000,000.00) liability coverage, 1 month prior to event. The Certificate of Insurance must cover the date(s) of the event and list Warrick County 4-H Clubs, Inc and/or the Warrick County 4-H Center as an “**additionally insured**” party.

A. Payment

Full payment is to be made at least **twenty (20) days prior to the date of the event**. The completed lease form and deposit are to be received within **twenty (20) days after the scheduling of the date**. If not, the date will be cancelled, unless prior arrangements have been made. Deposit will be returned to the Lessee by the Treasurer after the event if 4-H Center is found to be in order.

B. Cancellation

In case of cancellation the Warrick County Extension Office must be notified **60 days** in advance. Lessee will lose deposit if notification is not made, except for an act of God.

RENTAL POLICIES

1. Extension and 4-H activities shall set-up and clean up for their activities.
2. Lessee **MUST** set up, take down and store properly tables and chairs.
3. If grounds and buildings are rented for more than one day, negotiations **MUST** be made with the 4-H Center Board at a regular monthly meeting (which is the second Monday of every month) prior to rental.
4. Lessee is responsible for obtaining all permits (i.e. food, beverage, alcohol, entertainment, etc.) and must supply a copy to lessor, at least twenty (20) days prior to the date of the event.
5. If alcoholic beverages are served, lessee **must provide their own security**.
NOTE: Alcohol is not allowed at any 4-H event or activity.
6. No smoking is allowed in any building (\$500 fine according to Warrick County Ordinance #1997-18).
7. Additional fees will be charged for damages or if other buildings are used without proper rental.
8. Event will be open for inspection before, during or after the event by a 4-H Center Board representative. If event is not as lease states, the event can and will be stopped or additional charges assessed.
9. **If renter’s key is lost, lessee MUST PAY to have locks changed on building.**

Commercial (examples)

Any Auction or Sale

Businesses

Political

Anytime when alcohol is present

Organization charging admission

Trade Unions

Non-Commercial (examples)

(Organizations must provide a Not-For-Profit ID & Tax Number)

Religious Organizations

Civic Organizations

Farmer's Organizations

Receptions (not serving alcohol)

Private parties (not serving alcohol)

AMUSEMENT AND ENTERTAINMENT PERMIT

1. An Amusement and Entertainment permit is required by the Indiana Department of Homeland Security for all public entertainment events. These events may include, but are not limited to, bands, DJ's, rodeos, circus events, motor cross races, and political events with entertainment. Events that do not require permits are invitation-only wedding receptions, yard sales, gun shows, and auctions unless an entertainment event is hired.
2. Application for an Amusement and Entertainment Permit
 - a. A fee for the permit payable to the Department of Homeland Security is required with the application. A copy of the floor plan of the facility is also required at the time of application, and can be found at www.warrickcounty4hcenter.com
 - b. You may apply on line at <http://www.in.gov/dhs/2795.htm> or download the application from that site and mail it with the fee and floor plan.
3. All questions regarding the permit should be directed to the Indiana Department of Homeland Security at <http://www.in.gov/dhs/2795.htm> or 317-232-3980.