



JEFFERSON COUNTY FAIR AUTHORITY

P.O. Box 213, Brockway, Pa 15824

E-mail: jeffcofairpa@gmail.com

Phone 814-849-5530

JEFFERSON COUNTY FAIRGROUNDS "NON-FAIR" FACILITY USE CONTRACT

Area or buildings to be used _____ Date(s) to be scheduled including setup and clean up _____

The renter is paying \$_____ for the indicated use of the facility and a separate security deposit of \$_____ which will be returned when the keys are returned and the facility is determined to be in acceptable condition * by the Fair Authority. **Payment is required to hold a date. You may verbally place a tentative hold on a date for 30 days and then the request will expire.**

Everyone using the facility must provide a current, original and properly signed certificate of insurance including food coverage, if applicable, in the amount of \$1,000,000 stating...

"Jefferson County Fair Authority, County of Jefferson and Jefferson County Commissioners as Certificate Holder and Additional Named Insured"

***Note**:** Please show this information to your insurance agent. Incorrect certificates will not be accepted.

The renter requests the required keys for the facility to be provided at the following date and time:

Business/Name of Renter _____

Signature of Contact Person _____ Phone Number _____

Printed Name and Title _____

Address _____

E-mail Address _____

Accepted and approved by _____ Phone Number _____
(Jefferson County Fair Representative)

*Includes cleanup of spills on tables and chairs. Tables used for food or drink must have plastic table covering. Any spills on floors must be mopped up including leakage of liquids from trash bags. All trash barrels must be lined with trash bags. All garbage must be placed in outside dumpsters provided. All setup is the responsibility of the renter and facility must be returned to prior arrangement of furniture and equipment unless approved by Fair representative.

Completed form to be submitted to above address or e-mail.