



Hospitality Room/ AG Banquet Hall Rental Agreement

This Agreement made and entered into on this ____ day of _____, between Tri-State Exhibition Center (hereinafter referred to as “Lessor”) and _____ (hereinafter referred to as “Lessee”).

Whereas, Lessor is the owner of the Tri-State Exhibition Center and;

Whereas, Lessee desires to rent said Tri-State Exhibition Center _____ (FACILITY) as indicated in following said agreement on _____ (DATE).

Lessee shall have the right to use the facilities, listed above, to **begin** at _____ (TIME) on _____ (DATE) and end at **MIDNIGHT** unless sooner terminated as hereinafter provided.

With the execution of the Use Agreement, Lessee shall pay Lessor the sum of \$ _____ due and payable at the signing of contract, same to be held by Lessor as security deposit and cleaning fee for the faithful performance of and compliance with all the terms, covenants, and conditions of this Use Agreement. Deposits will not be returned for events canceled two (2) weeks or less prior the original event date. Payment in full shall be made at least one (1) day prior to rental date. Deposit will be deemed refundable or non-refundable after inspection of facilities. If your event is Monday – Friday during office hours of 8:00 AM until 4:00 PM, inspection will be completed following the event the **same day**. If the event is after office hours on Monday -Thursday, inspection will be completed by **9:00 am the following business day**. If your event is on the weekend, you may pick up your deposit after 9:00 am on Monday. Inspection will be completed **Monday morning at 9:00 am**. Rental fee is \$ _____ and is non-refundable.

The facilities are leased to Lessee in their present physical condition and Lessor makes no representation or warranty with respect thereto.

The Louie Alford Agricultural Hall (AG Hall) comes with 20 folding tables and 120 folding chairs. The Hospitality Room (HR) comes with 36 folding chairs and 6 folding tables. More can be rented from Tri-State Exhibition Center at the price of \$5.00 per table and \$0.50 per chair, per event. Chairs rented _____ Amount \$ _____ Tables rented _____ Amount \$ _____

Lessee shall use facilities listed above for _____ and for no other purpose.

Lessee shall return the facilities listed above, to the Lessor at the expiration or prior termination of the Use Agreement in as good condition and repair as when received.



Lessee shall be responsible for and protect itself against all risk of loss or damage by fire or other casualty to its own property and shall keep and maintain the facilities in a safe and sanitary condition. Lessor has no insurance coverage on any of Lessee's property. Lessee will hold harmless Tri-State Exhibition Center, its board of directors, and employees from any liability.

Lessee shall not make any permanent alterations or additions to the facilities except as pertaining to those agreed upon by Lessor.

In Witness, Whereof, the parties have hereunto set their signatures in duplicate the day and year first above written and the individual executing and delivering the Use Agreement on behalf of the Lessee represents, covenants, and warrants to the Lessor the he/she has the right, power, and authority to execute and deliver this Use Agreement to the Lessor on behalf of the Lessee.

X

Lessee Print Name

X

Date

X

Lessee Signature

X

Title

X

Date

Lessor: Tri-State Exhibition Center

X

Lessor Signature

X

Title



Hospitality Room/ AG Banquet Hall Rental Rules and Regulations

- All activities conducted on Tri-State Exhibition Center property must be in compliance with local, state, and federal laws and in keeping with standards of reasonable behavior.
- **NO alcohol is to be SOLD on the property or TAKEN OUTSIDE of the exhibit halls. If alcohol is present, lessee is REQUIRED TO HIRE Tri-State Expo security to insure safety of all facilities and persons present. Lessee is financially responsible for cost of Tri-State security. **THERE WILL BE NO CHARGING AT THE DOOR, NO STAMPS, OR ARM BANDS!****
- Rentals of AG Hall/Hospitality room does not grant Lessee or guests permissions into other facility events.
- Building and parking areas must be cleaned, and trash taken to dumpsters located on East end of facility near Main Office.
- **NO SMOKING INSIDE EXHIBIT HALLS**
- Please be respectful of other events that may be going on at the same time.
- Walk thru of buildings will be done before and after scheduled rental/event with Tri-State staff. No deposits will be returned until final inspection is done by Tri-State staff.

If user violates any of the terms, stipulations, conditions, or covenants provided herein, such a violation shall, at the options of the Lessor constitute forfeiture of all moneys and deposits previously paid.

Please Initial One:

_____ I have read the above agreement and will be serving alcohol at the event. I agree to all terms and conditions listed above and will hire Tri-State security for the event.

_____ I have read the above agreement and will **NOT** be serving alcohol at the event. I agree to all the terms and conditions listed above and will not hire Tri-State security for the event.

I have read the above Tri-State Exhibition Center rules/regulations and agree to abide by all said rules/regulations.

X

Lessee Signature

X

Date

X

Print Name

X

Phone Number