



2015 Manchester Road • Wheaton, IL 60187 • www.DuPageCountyFair.org
(630) 668-6636 • Fax (630) 668-6681 • info@dupagecountyfair.org

AGREEMENT FOR USE OF FAIRGROUNDS FACILITIES

Made this 11th day of December, 2012 by and between the DuPage County Fair Association of Wheaton, Illinois, party of the first part and Wheaton Park District party of the second part.

Witnesseth: In consideration, the named parties agree as follows: The party of the first part agrees to furnish the use of the Buildings: Carnival Area Parking Lot (For the Period of TWO DAYS: Friday & Saturday, May 17-18, 2013 - To hold Soccer Tournament NOT AVAILABLE SUNDAY 5/19/13 (Set up @5:00pm))

under the following conditions: IF NEEDED: Table Rental @ \$5 each; Chairs @ \$1 each; Kitchen @ \$150 per day; Food Vendor Space @ \$50 each

1. The party of the second part agrees to pay the party of the first part a service charge of **\$200.00** for the use of Fairgrounds facilities. This amount to be completely paid one month in advance of the date of occupancy. **Signed contract to be returned within 30 days with deposit.**
2. All organizations using Fairgrounds facilities shall arrange their own set up. Fairgrounds custodian to be available to locate equipment needed provided this equipment is owned by the Fair Association and is available for use. Do not block any exits.
3. Following each event, damages or losses to be reported to organization as soon as possible with party of the second part being responsible for the return of lost items and the repair of damaged equipment.
4. Service charges for the use of Fairgrounds facilities to vary depending on the amount of heat needed, amount of electrical use, amount of discardable material to be hauled away and also the amount of time required for the Fairgrounds custodians to dismantle and cleanup following event. Party of second part is responsible for clean up - including emptying garbage cans and placing garbage in dumpsters found outside of buildings.
5. Any group using Fairgrounds facilities where food is to be served to the general public shall clear with the DuPage County Health Department. Any food products or garbage shall be disposed of upon completion of meal and not left for cleanup by custodians. Disposal containers are on hand for this purpose outside buildings.
6. **The party of the second part shall maintain in force General Liability and Property Damage insurance in the amount of \$2,000,000** and agrees, to the extent allowed by law, to hold harmless and defend the Lessor, DuPage County Fair Association, their officers and employees, from any and all claims, losses, and expenses for injuries to persons or damage to property, including the use thereof, which may arise as a result of any act or omission which may result from the use of the premises as defined in the contract or caused by any person, firm, or corporation directly or indirectly employed by the party of the second part. It is agreed that the party of the second part shall furnish a certificate of insurance including this contractual agreement, prior to the event. **Certificate must name DuPage County Fair Association as Certificate Holder and Additional Insured. Certificate must include date of show.**
7. **NO BEER or liquor is allowed on the fairgrounds. SMOKING not allowed in any exhibition buildings.**
8. Parking must remain on a free parking basis. If a traffic problem in expected, the party of the second part must provide a uniformed officer to direct same. **All fire lanes must be kept open** by order of City of Wheaton Fire Protection Bureau.
9. Special provisions: Admission to events must be collected after people have parked their vehicles. We suggest at the doors or at permanent ticket booths on west side of buildings.
 - 9a. Each trailer shall be charged **\$25** per night for camping on grounds.
 - 9b. Club responsible for own clean up - See #4 above.
 - 9c. Refundable security deposit governed by Rules Sheet enclosed - please read.
 - 9d. Contract subject to attached Rules and Regulations / Agreement – Please Read.
10. Both parties have read this contract and agree to live up to all provisions therein.

Service Charge: \$ 200.00

Insurance: Certificate to be furnished

Insurance Rider- subject to quote: \$0

Security Deposit of \$0.00 to be charged.

Amount to be returned provided all provisions are met.

Total: \$200.00

Payment & Contract due **NOW**: \$200.00

Balance due 30 days prior to event/show: \$0.00

James P. McSwine
DuPage County Fair Association PRESIDENT

Wheaton Park District

Party of the second part

By: [Signature] M. Bernard 4/13
Exec Dir

Address: Bradley W. Keene
1777 S. Blanchard
Wheaton, IL 60189
Phone: 630-510-5119

Email: bkeene@wheatonparks.org

Payment w/credit card: Please Circle One
 VISA/MASTERCARD/AMERICAN EXPRESS
 Credit Card # _____
 Exp Date: _____ Verification #: _____
 Checks made payable to: **DuPage County Fair Association**

Please sign and return ORIGINAL CONTRACT with Deposit & INFORMATION SHEET.
Keep copy for your records. In order to CANCEL Show, you MUST return contract with **CANCELLED** WRITTEN ON IT.

EVENT INFORMATION & RECAP SHEET

Please fill in as much information as you can to help us with planning for your event. Return this sheet with signed **contract** and check for deposit. The certificate of insurance should name the DuPage County Fair Association as certificate holder and additional insured. Dates of your event, including set up and take down dates, should be included on certificate of insurance. Certificate of insurance **must** be received in our office **prior** to your show. Please check below if you need a rider to our insurance policy and we will send you an application to complete and return to us. Our fax number is (630) 668-6681.

Final count of tables and chairs should be called into our office by Monday, before your event at (630) 668-6636.

PROMOTER: _____ PUT ON MARQUEE: _____

SHOW DATE: _____ SHOW TIME: _____

CONTACT PERSON/S: _____ PHONE # _____

ADMISSION CHARGES: ADULTS: _____ CHILDREN: _____ SENIORS: _____

BUILDINGS / GROUNDS USED: _____

SET UP DATE: _____ SET UP TIME: _____

KEYS WILL BE PICKED UP ON: DATE: _____ TIME: _____

(Office hours are 8:00 AM - 5:00 PM - Monday - Friday) #Keys _____ Keys P/U _____ Keys Returned _____

ITEMS REQUESTED

KITCHEN: [] HOME EC
[] EXH. BLDG.

TABLES: _____

CHAIRS : _____

EQUIPMENT: _____

ELECTRICAL HOOK UPS: _____

LIGHTS: _____

GARBAGE: _____

FAIR CREW SET UP? _____

FAIR CREW CLEAN UP? _____

AIR CONDITIONING? _____
IN EXH. & CAFÉ BLDGS ONLY

ITEMS USED

KITCHEN: [] HOME EC
[] EXH. BLDG.

TABLES: _____

CHAIRS : _____

EQUIPMENT: _____

P.A. SYSTEM: _____

HOOK UPS: _____

LIGHTS: _____

GARBAGE: _____

SET UP HOURS: _____

CLEAN UP HOURS: _____

AIR CONDITIONER: _____

FOR FAIR OFFICE USE ONLY

Cert. Of Insurance: _____

Sponsorship: _____

Money Paid: _____

Money Owed: _____

ATTENDANCE @ SHOW: _____

COMMENTS:

AMOUNT DUE: _____ INV#: _____

SECURITY DEPOSIT REFUND AMOUNT: _____

REFUND CK # _____ DATE: _____



Du Page County Office of Homeland Security And Emergency Management

Du Page County Fair Grounds Special Event Information

This form must be submitted 14 Business days prior to the Event

| | | | |
|---|--|--|--|
| Name of Event: | | | |
| Name of Sponsoring Organization: | | | |
| Space requested: | | | |
| Date(s) of Event | | Hours of Event: | |
| Estimated attendance at the Event: | | Basis used to determine estimate attendance: | |
| Describe the Event: | | | |
| Designated Emergency Event Contacts (Must be on-site during event) | | | |
| #1 Contact Name: | | Cell Phone: | |
| | | E-mail: | |
| #2 Contact Name: | | Cell Phone: | |
| | | E-mail: | |
| #3 Contact Name: | | Cell Phone: | |
| | | E-mail: | |

Forward to the Du Page County Office of Homeland Security and Emergency Management
OEM@dupageco.org



Du Page County
Office of Homeland Security
And Emergency Management

**Du Page County Fair Grounds
Special Event Information**

I have received and reviewed the Du Page County Fair Grounds Fire/Medical, Security and Severe Weather Plans and Shelter Location Map for

Name of Special Event

To be held on _____ between the hours of _____

At DuPage County Fairgrounds – Wheaton

Sign Name

Date

Print Name

Forward to the Du Page Fair Association