

LYON COUNTY FAIRGROUNDS
PRE-RENTAL CHECKLIST

- To reserve the building a deposit **MUST** be made and page 3 of the Agreement signed.
- To use the building you **MUST** provide the following at least 2 weeks prior to the event;
 - A paid Use Fee – Which could include other fees
 - Final signed contract
 - Proof of Special Event Liability Insurance naming the "Board of County Commissioners of/and Lyon County, KS" as an additional insured party

**Board of County Commissioners
of/and Lyon County, KS
430 Commercial St.
Emporia, KS 66801**

- Local Cereal Malt Beverage Permit
- State of Kansas Liquor License
- Guest List
- Slideshow or other media to be used during the event on venue system. This must be presented at this time or it will not be used.

SCHEDULE OF FEES

<u>Event Type</u>	<u>Anderson</u>	<u>Bowyer</u>	<u>Grandstands**</u>	<u>Lyon Square**</u>	<u>NE/NW**</u>
Non-Profit (Self-Clean up)(up to 6 hrs)	\$300.00	\$500.00	Event Based	\$100.00	\$50.00
Non-Profit (per hr charge)(<6 hrs)	\$60	\$100.00	Event Based	\$50.00	\$25.00
Youth (Self-Cleaning) (\$200.00 deposit)	Free	Free	Free	Free	Free
All Other Events (Self-Clean up)(up to 6 hrs)	\$600.00	\$1000.00	Event Based	\$100.00	\$50.00
All Other Events (per hr charge)(< 6 hrs)	\$120.00	\$200.00	Event Based	\$20.00	\$10.00
Security	\$30.00/man hour	\$30.00/man hour	\$30.00/man hour	\$30.00/man hour	\$30.00/man hour
Deposit	\$600.00	\$1000.00	Event Based	\$100.00	\$50.00
With Lights/Electricity (except youth)	na	na	\$300.00	\$300.00	na
Non-Profit (per hr charge)(> 6 hrs)	\$100.00	\$200.00	Event Based	\$50.00	\$50.00
All Other Events (per hr charge)(>6hrs)	\$200.00	\$300.00	Event Based	\$100.00	\$50.00
					**Outdoors
Outdoor/Indoor Electrical Hookup*	\$15/per day 110V	\$30/per day 220V	*(Vendor/Exhibitor/Camper/Trailer)		
Dumpster Weekend Service	\$30/per add.	\$30/per emptied			
Event Staff Present at your Event	\$50/per Hour				
Cleanup Package (for Bowyer Bldg Only)	\$200.00				
For Pop (Bowyer Bldg Only)	\$150.00				

Your appointment date for final payment is _____ Final payment amount as of date signed is _____

If you have any questions please contact

Samuel Seeley
430 Commercial St.
Emporia, KS 66801
620-340-8282 (Office)
fairgrounds@lyoncounty.org

Licensee

Date

Staff

Date