

**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

**IF THE ITEMS ABOVE ARE NOT PROVIDED ON OR BEFORE THE FINAL APPOINTMENT, YOUR EVENT WILL BE CANCELLED WITH NO REFUND!!**

**IF THE FOLLOWING ITEMS OR REQUESTS ARE NOT DONE BY THE FINAL APPOINTMENT THEY WILL NOT BE PROVIDED.**

- Guest List
- Advertisement Material
- Pop (Bowyer Building only)
- Complete Clean (Bowyer Building only)

**Your appointment date for final payment is \_\_\_\_\_.**

**Final payment amount as of date signed is \_\_\_\_\_.**

If you have any questions, please contact the Lyon County Fairgrounds Office at 620-340-8282 or email [fairgrounds@lyoncounty.org](mailto:fairgrounds@lyoncounty.org)

\_\_\_\_\_  
Licensee    Date

\_\_\_\_\_  
Staff    Date