

LYON COUNTY FAIRGROUNDS
Pre-rental outline

- 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 canceled with no refund.

If the following items or requests are not submitted by the final appointment they will not be provided.

- Guest list
- Advertisement material
- Pop machine (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

Licensee	Date	Staff	Date
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