



TETON COUNTY

Fairgrounds Community Building

Rental Application



Individual/Group/Organization Name: _____

Mailing Address (PO Box): _____

Type of Event:

- ☐ **Commercial/Special Event:** lessee is hosting a public event (ex: special event, fundraiser, craft fair etc.) charges admission fee and/or charges vendors and is open to the general public.
- ☐ **Private:** lessee is hosting a private event (ex: meeting, wedding, family reunion, birthday party, baby shower etc.) w/ no admission fee, nor is the event open to the general public.
- ☐ **Private/Nonprofit:** lessee is hosting a private event (ex: board meeting, membership meeting, company celebration or banquet etc.) w/ no admission fee, nor is the event open to the general public.
- ☐ **Other:** i.e. 4-H, Teton County Government Entity, Memorial or Funeral Service

Specific Space(s) Requested:

☐ **Event Room**

6,789 sq. ft., Capacity: 990 ppl w/ chairs only, 450 ppl w/ chairs and tables

☐ **Meeting Room**

1,071 sq. ft., Capacity: 72 people

☐ **Kitchen**

656 sq. ft., Capacity: 8

Date of Use: _____ Time of Use: _____

Specific Purpose/Activity (Description of Use):

Estimated Number of Participants/People Involved in the Activity:

Please List Any Special Conditions:

Responsible Party Name: _____ Title: _____

Mailing Address (PO Box): _____

Phone (H): _____ Email: _____



Additional Questions

Will alcoholic beverages be sold?

☐ Yes ☐ No

Has a Liquor or Malt Beverage Permit been applied for and approved by the Town of Jackson?

☐ Yes ☐ No

If yes, please state the license under which sales occur: _____

Will there be music?

☐ Yes ☐ No If yes, please explain: _____

If yes, a Noise Permit must be applied for and approved by the Jackson Police Department.

Audible noise outside of the building is not permitted at any time. If a violation occurs, a \$500 fine will be charged.

Will admission be charged?

☐ Yes ☐ No If yes, what is the charge: _____

Has an exposition license permit been applied for and approved by the Town of Jackson?

☐ Yes ☐ No If yes, please explain: _____

Will any service, goods, food or beverages be sold or will any activity proposed for the facility involve the payment of money?

☐ Yes ☐ No If yes, please describe: _____

Has an exposition license permit been applied for and approved by the Town of Jackson?

☐ Yes ☐ No If yes, please explain: _____



Event Room

- ☐ Commercial/Special Event Full Day Rental.....\$750/day
- ☐ Commercial/Special Event Hourly Rental.....\$130/hour
- ☐ Private/Nonprofit/501(c)3 Full Day Rental.....\$500/day
- ☐ Private/Nonprofit/501(c)3 Hourly Rental.....\$ 90/hour

**Discounted rates available for multi-day rentals (3+ full days). Pay for 2 days, get the third day free.*

TABLES: \$2.00/table

☐ Tables (6 ft rectangle, 8-10 people) 80 total Number _____

☐ Tables (5 ft round, 6-7 people) 60 total Number _____

CHAIRS: \$0.50/chair

☐ Chairs (black plastic) 500 total Number _____

**Tables & chairs are to be reserved in advance, setup and cleaned by the lessee. Chairs should be stacked on the carts provided and as they were upon arrival. Tables are to be left setup after they are wiped down for inspection. Tables & chairs are not available for rental outside of the building rental.*

Meeting Room

- ☐ Commercial/Special Event Full Day Rental.....\$250/day
- ☐ Commercial/Special Event Hourly Rental.....\$ 40/hour
- ☐ Private/Nonprofit/501(c)3 Full Day Rental.....\$100/day
- ☐ Private/Nonprofit/501(c)3 Hourly Rental.....\$ 20/hour

TABLES: \$2.00/table

☐ Tables (6 ft rectangle, 8-10 people) 80 total Number _____

☐ Tables (5 ft round, 6-7 people) 60 total Number _____

CHAIRS: \$0.50/chair

☐ Chairs (black plastic) 500 total Number _____

**Tables & chairs are to be reserved in advance, setup and cleaned by the lessee. Chairs should be stacked on the carts provided and as they were upon arrival. Tables are to be left setup after they are wiped down for inspection. Tables & chairs are not available for rental outside of the building rental.*

Kitchen Rental w/ Event Room or Meeting Room

(range, 3 refrigerators/freezers, double sink, hand washing sink, counter top surfaces, steam table, service window)

- ☐ Commercial/Special Event Full Day Rental.....\$150/day
- ☐ Commercial/Special Event Hourly Rental.....\$ 30/hour
- ☐ Private/Nonprofit/501(c)3 Full Day Rental.....\$100/day
- ☐ Private/Nonprofit/501(c)3 Hourly Rental.....\$ 20/hour

Kitchen Rental by Itself

(range, 3 refrigerators/freezers, double sink, hand washing sink, counter top surfaces, steam table, service window)

- ☐ Commercial/Special Event Full Day Rental.....\$250/day
- ☐ Commercial/Special Hourly Rental.....\$ 50/hour
- ☐ Private/Nonprofit/501(c)3 Full Day Rental.....\$100/day
- ☐ Private/Nonprofit/501(c)3 Hourly Rental.....\$ 30/hour

Additional Fees

- ☐ Security Deposit for Event Room.....\$1500

If any of the facility rules are violated, or if there is extensive damage, the security deposit may be retained in full.

- ☐ Security Deposit for Meeting Room.....\$200

If any of the facility rules are violated, or if there is extensive damage, the security deposit may be retained in full.

- ☐ Security Deposit for Kitchen.....\$500

If any of the facility rules are violated, or if there is extensive damage, the security deposit may be retained in full.

- ☐ Cleaning Fine.....\$250-500
- ☐ Noise Complaint Fine.....\$500
- ☐ Overflow Trash Fine\$100
- ☐ Lost or not returned key/card Fine\$50



The UNDERSIGNED, having represented to the Teton County Fairgrounds that the foregoing is a true and correct statement of the intended use of the facility set for the above, hereby agrees for himself/herself and for the applicant entity or sponsoring agency to the following conditions for the issuance of a permit for the use of such facility:

1. Use: The use of the facility shall be on the date, at the times, and solely for the activities and purposes approved herein and for no other use or purpose whatsoever.
2. Deposit: A security deposit is required and will be refunded after usage. The Teton County Fairgrounds reserves the right to keep any and all of the deposit to cover the cost of any cleaning, repairs, replacement, or other expense incurred by the Teton County Fairgrounds as a result of the applicant's failure to perform strictly under the terms of this agreement and to leave the facility in the condition in which it was found.
3. Compliance: Applicant agrees that any use made of the property or facilities referred to herein and any erection of structures, construction, moving of any equipment, vehicles, or the performance of any other work shall be accomplished in a manner approved by and satisfactory to Teton County Fairgrounds.
4. Observance of Laws and Standard of Care: Under this Agreement, the applicant shall comply with all applicable state, municipal, local laws, and park rules and regulations and shall observe a standard of care which avoid any injury to or inconvenience of the public or other users of the facility. Applicant shall assure that the use of the facility shall not constitute a nuisance or breach of the peace and understands that the undersigned Applicant shall be personally responsible and liable for any breach of this term.
5. Damage: The Applicant shall not alter, destroy, displace or damage the facility or any property located therein, and shall promptly replace, return, repair and restore any such property to a condition satisfactory to the Teton County Fairgrounds in a clean and sanitary condition.

6. Indemnification: The applicant, for himself/herself and for any agency or other entity which he/she represents, expressly agrees to defend, indemnify and hold harmless the Teton County Fairgrounds, its board members, directors and employees, and the public officials and employees of the Town of Jackson and the county of Teton, Wyoming from, and against any and all loss, damage, claim of liability whatsoever, including claims for negligent acts or omissions, arising from personal injury, death, or damage to property of the Applicant and the entity that he/she represents, from any or their employees or other persons directly or indirectly affiliated therewith, or from any the guests, invite or licensees of the Applicant due to the exercise of the privileges granted in the Agreement.

- 7. Insurance: Should the applicant be required to provide event and/or liability insurance, Teton County must be named as an additional insured.

8. Expenses: Any cost, expense or liability connected with or in any manner incident to the granting of the permit shall be borne by the Applicant and any entity that he/she represents, shall agree to pay all costs arising out of the breach thereof, including a reasonable attorney's fee, which may be incurred in the collection of any sums due.

Signed & Agreed to By: _____

Date: _____



CREDIT CARD DEPOSIT GUARANTEE

Agreement entered into effective the _____ day of _____, 20 ____, by and between Teton County Fairgrounds, PO Box 3075, Jackson, WY, 83001, hereinafter referred to as "Licensor", and _____, of _____, hereinafter referred to as "Licensee".

I, _____, as the Licensee of the Teton County Fairgrounds Community Building, hereby authorize the use of my credit card listed below as the guarantee for the charges in association with my use of the Teton County Fairgrounds Community Building.

These charges shall be in the amount of \$_____.

Credit Card #: _____ - _____ - _____ - _____

Expiration Date: _____ CVN# _____

Mailing Address (PO Box): _____

In guaranteeing my deposit in this manner, I agree to give Teton County permission to run this credit card in the event that the need arises to withhold this deposit, as outlined in my signed contract for the use of the Teton County Fairgrounds.

Signed

Date

FOR OFFICE USE ONLY:

APPROVED BY: _____

TITLE: _____

Fee Charged: \$_____ Security Deposit: \$_____ Fees Paid: \$_____