



**Contact:**  
 13 1/2 E Divide  
 PO Box 1143  
 Bowman, ND 58623  
 (701) 523-5880

### 4 Seasons Rental Agreement

**Renter:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization/Event Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4 Seasons (Reunions, Conferences, Shows, Meetings, etc. Includes Kitchen) Check all that apply.  
 See Facility Guidelines for explanation of setup days.

# Days

Event Rate (day/days of event)	\$500			
Set Up Day (day prior to event)	\$100			
Additional Setup Day	\$200			
Audio Equipment	\$25		----	
Curtains	\$50		----	
Stages	\$100		----	
Bar Needed	----		----	

SUB-TOTAL \_\_\_\_\_

4 Seasons- Limited (4 hours or less, no additional setup or tear down time)

Rate	\$200		
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SUB-TOTAL \_\_\_\_\_

West Wing

# Hours/Days

Hourly Rate	\$25		
Daily Rate	\$100		

SUB-TOTAL \_\_\_\_\_

Kitchen/Dining Room(\* Complete Government Compliance Form on Page 5)

# Hours/Days

Hourly Rate	\$25		
Daily Rate	\$100		

SUB-TOTAL \_\_\_\_\_

DEPOSIT:

TOTAL:

**\*There is a 25% deposit required to secure the event date that must be submitted within 48 hours of booking the event. The deposit will be applied to the overall cost of rental.**

**Payment Policy:**

- Renter must return a signed copy of the rental agreement with deposit
- Remaining balance is due when keys are picked up
- A credit card must be left on file upon picking up keys and will be charged in the case of damages.

**Cancellation Policy:**

- Deposit will not be refunded if cancellation occurs within 90 days of scheduled event

**Facility Guidelines:**

- Renter must be vacated by noon on the day following the event.
- Set Up Day– Renter may occupy building one day prior to the event for an additional daily rate.
- Additional Set up Day– Renter may occupy building for an additional day prior to set up day for an additional set up day rate. (only 1 additional setup day allowed, otherwise will be required to pay an additional event day rate) (Example: Event day is Saturday. Setup day would be Friday. If needing setup time on Thursday that would be considered an additional setup day)
- Audio Equipment includes wireless microphone, lapel microphones, projector screen, and sound system.
- Keys may be picked up at the Bowman Area Chamber of Commerce office Monday through Friday 8:00am to 5:00pm. You may pick up the key the day of or day prior if rented on a weekend.
- If renting kitchen, checklist must be completed and returned to the office and “Information for Government Monitoring Purposes” form completed by renter. (see Page 5 of contract)
- Keys must be returned to the Chamber office by 4:30pm the first business day following the event or an additional per day charge will be added
- At the end of the event, the renter is responsible for removal of personal items, turning off all lights and locking all doors.
- Absolutely NO PETS unless a service pet.
- All buildings on the Bowman County Fairgrounds are NON-SMOKING. Please use the ash receptacles outside the building.
- The air conditioning will only be turned on the day of the event by Fair Board Manager.
- No Weddings to be hosted in the West Wing.
- Camping hookups may be available and must be reserved prior to the event by calling the Chamber office 523-5880. Charge is \$25/night/site. Renter is responsible for payment of reserved sites.

\_\_\_\_\_ I have read the Payment, Cancellation, and Facility guidelines and agree to all terms.  
Initial

**The following apply to all bookings.**

**Alcohol Policy:**

- Alcohol not purchased from the Bowman County Fair Association is not allowed on the premises.
- Wine and Champagne for Wedding Receptions must be purchased from the BCFA. A 60-day notice must be given to the Fair Board Manager so these products may be ordered. Please call Darwin at 701-690-8124.
- Homemade beverages such as “RedEye” may be served at wedding receptions with prior approval from the Fair Board Manager. **All wine, champagne, and homemade beverages can only be served during the reception and serving must stop once the wedding dance starts. No kegs allowed.**
- If your function is a dance, security must be present. Please contact the Bowman County Sheriff Department to schedule. The **RENTER** is responsible for paying for security. If you fail to arrange for security, the bar must be shut down.

**Decorating Guidelines:**

- No hay or straw bales. There will be no exceptions.
- Candles used on tables must be enclosed in glass globes or candleholders.
- **No tape, tacks, staples, nails, etc.** are to be used for decorating. **Sticky Tack** may be used.
- Absolutely **no water beads or confetti** are allowed for decorating.
- Curtains are available to rent. Colors include white, yellow and green. Curtains must be put away by renter.
- I understand that if any damages are incurred or if any furnishings or are destroyed or missing, or if there are any other damages to walls or floors, the Bowman County Fair Association will prepare and submit billing to the renter to cover the full market value of repairs or replacement of damaged or missing items.

**Clean up:**

- All personal items must be removed by noon on the day following your event. The cleaning people will remove garbage outside of kitchen, tables, and chairs. Dumpsters are located on the south side of pavilion.
- Kitchen clean-up is the responsibility of the renter. Please remove all garbage, clean out refrigerators, wipe counters, etc. Please reference the kitchen checklist. Must be returned with keys, signed and dated.
- Following your event please make sure lights are turned off, doors locked and return the keys to the Chamber Office by 4:30pm the first business day following event.

**Miscellaneous:**

- Inside dimensions of the buildings
  - a. Four Seasons Pavilion – 80’ x 90’      Maximum Seating 875
  - b. West Wing – 33’ x 90’                      Maximum Seating 275
- Tables and Chairs
  - a. 20 six foot tables, 42 eight-foot tables, and 31 eight-foot round tables
  - b. If you would like to inquire on renting banquet chairs please call the BCDC Office for more info. 701-523-5880

\_\_\_\_\_ I have read the Alcohol Policy and Decorating Guidelines and agree to all terms.  
Initial

\_\_\_\_\_ I have read and agree to all terms stated in this contract. I agree to pay the deposit  
Initial according to the terms stated and the balance prior to the event.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

BCFA Representative Signature \_\_\_\_\_

THANK YOU FOR TAKING CARE OF THIS FACILITY WHILE USING IT!  
THE BOWMAN COUNTY FAIR BOARD

Check enclosed    Check # \_\_\_\_\_

Please run credit card on file for deposit.

\_\_\_\_\_ Deposit Paid

\_\_\_\_\_ Balance Paid

\_\_\_\_\_ Date

\_\_\_\_\_ Date

# CREDIT CARD AUTHORIZATION

Date: \_\_\_\_\_ Event: \_\_\_\_\_

\_\_\_\_\_*(Initial)* I agree to leave the premises in good condition with no damages or lost/missing items or furnishings. I understand that I will be charged full market values for any items or furnishings that are damaged or missing at the time I leave the premises.

This form acts as authorization for both the security deposit on the facilities rental and furnishing and as guarantee of payment. The Bowman County Fair Association requires that this form be completed and returned with contract requirements before your reservation becomes valid.

I, \_\_\_\_\_, hereby agree to, and authorize the use of my credit card as a security deposit against loss or damage of the facilities and furnishings and payment for charges related to the rental of Bowman County Fair properties. I understand that if any damages are incurred or if any furnishings are destroyed or missing, the Bowman County Fair Association will prepare and submit charges to my credit card to cover the full market value of repairs or replacement of damaged or missing items. I understand and agree to these terms as set forth in this document. I agree that the signature below is the same on the credit card with the below stated number. I authorize the Bowman County Fair Association to charge my credit card accordingly.

I, \_\_\_\_\_*(name)*, agree and authorize to charge the remaining balance in relations to the rental such as late fees, damages, missing items, or any other balance unpaid according to the terms and conditions of the contract, and applicable service charge of (3% fee) to my credit card below. \_\_\_\_\_*(Initial)*

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ( ) Visa ( ) Mastercard

CID/DVW \_\_\_\_\_ (3 digit code on the back of the card) \*Expiration Date \_\_\_\_\_

*\*NOTE: Credit Card information provided must be current (Expiration Date has to extend at least one month after date of event scheduled). To keep costs low for our customers, a 3% service charge applies to all credit card payments.*

Credit Card Holder Name \_\_\_\_\_

Credit Card Holder Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Full Name, Address and Phone Number where credit card statement is mailed:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

*Please return the completed contract and credit card authorization form to:*

**Bowman County Fair Association**  
**PO Box 1143**  
**Bowman, ND 58623**

*The following information is requested by the Federal Government in order to monitor compliance with applicable Federal Civil Rights laws. You are not required to furnish this information, but are encouraged to do so. The law states that a provider of services may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the provider of services is required to note race, ethnicity, and sex on the basis of visual observation or surname.*

<b>Ethnicity</b> (mark one)	<b>Race</b> (mark one or more)
<input type="checkbox"/> Not Hispanic or Latino  <input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<b>Sex:</b> <input type="checkbox"/> Female  <input type="checkbox"/> Male	



This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the USDA, Director, Office of Civil Rights, Washington, DC 20250

## Four Seasons Kitchen Checklist

*Many individuals and groups rent this facility – each is responsible for keeping this area clean.*

*Before you leave, make sure you have done all of the following:*

- WIPE DOWN ALL SURFACES
- REPLACE ALL APPLIANCES AND UTENSILS IN DESIGNATED CUPBOARDS/DRAWERS
- CLEAN THE SINKS
- CLEAN ANY SPILLS INSIDE THE REFRIGERATOR
- CLEAN THE STOVE TOP
- TAKE ALL LEFTOVERS WITH YOU
- SWEEP THE FLOOR
- EMPTY THE TRASH INTO OUTSIDE DUMPSTERS
- LOCK THE DOOR AS YOU LEAVE

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Bring completed checklist, signed and dated, to the Chamber office when you return the key.*

*You will be billed \$50 if you don't complete and return this form.*