



# Graham County

## Private Party Building Reservation Contract

Lessee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ *All Buildings close at 12 Midnight*

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Building: \_\_\_\_\_

<b>Building Rental Fees</b>				
<b>A minimum of \$100.00 is due at time of reservation</b>				
<b>We can no longer hold checks – balance must be paid in full 7 days prior to event</b>				
Building or Area	* Deposit * Required	Rental Fee Required	Total Days Rental	Total
Ag Building	\$500.00	\$300/Day		
Common Sense	\$500.00	\$250/Day		
Exhibit Building # _____	\$500.00	\$250/Day		
Small Bandshell	\$500.00	\$200/Day		
Grandstand	\$500.00	\$200/Day		
Covered Show Arena	\$250.00	\$100/Day		
<b>TOTAL DUE</b>				
<b>Equipment Rental</b>				
Equipment	Description	Price	Quantity	Total
Tables	6 ft. Rectangular white plastic table	\$3.00 per table		
Chairs	White plastic lattice chairs/metal folding chairs	\$30 for 50 chairs		
<b>TOTAL DUE</b>				

Total Due for Event \$ \_\_\_\_\_ Lessee Initial \_\_\_\_\_

**PLEASE READ CAREFULLY:** Lessee understands that the aforementioned activity must be under competent supervision as jointly agreed upon between Lessee and Graham County's representative. Lessee further understands that they assume full responsibility for damage to the facilities/furnishings/grounds during the time assigned for exclusive use, and Lessee further agrees not to change or alter the usage of the facilities/grounds without prior written approval of the County's representative. Lessee further agrees to hold Graham County, its representative(s) free and harmless from all loss, cost, damage, liability, which may be asserted against it by the undersigned or by any other person(s), by reason of or arising out of the exclusive use of assigned facilities/grounds, or by reason of any conduct or negligence of the undersigned or his/her representative or agent. Changes to the terms and conditions of this agreement shall be made only by written agreement hereto and initialed by both parties.

- ✓ Lessee will be responsible for the behavior of members and guests and will be responsible for any and all damages.
- ✓ Lessee will be responsible for full restitution to the County, including any fees due the County as a result of subletting the facilities, within the time frames agreed upon by both parties.
- ✓ Lessee has read both pages of this contract and agrees to all of the provisions of this contract.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Lessee

**Initial of lessee acknowledging receipt of copy Facility Use Policies & General Terms and Conditions**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Parks Department Representative

## FACILITY USE POLICIES

Half day rental available ONLY on weekdays, billed at 50% the rental rate and full deposit rate, keys can be picked up at 12 noon if paid for half day rental. Weekend rentals keys can be picked up at 5 PM on Friday.

**All buildings are required to be closed by 12 Midnight – NO Exceptions!**

***NO alcohol allowed before or after the hours of event. If Law Enforcement or Park staff finds alcohol on premises before or after event hours, lessee will forfeit HALF the deposit.***

**\*Deposit is refundable under the following conditions:**

- Law Enforcement **ARE NOT** called out to event. If Law Enforcement is called out to event, lessee will forfeit entire deposit and event will be shut down immediately. Law Enforcement will be making routine checks and will enforce the midnight closing requirement.
- Facilities are left in the same condition as you found them, all trash is removed, floors are swept (Do not mop).
- All equipment rented is accounted for an in good condition. Any damaged equipment will be deducted from deposit. (See Facility Use Policy for charge rate on damaged equipment).
- Building is closed up and event ended **no later than 12:30 AM every hour event runs past this time will be a \$100 deduction from deposit.**
- **If lights are not turned off and Parks staff comes in the day following the event and notices the lights have been on throughout the night, key holder will be charged an additional \$75.00 for light usage.**

1. Graham County reserves the right to refuse reservations.
2. Users shall be 18 years of age or older to reserve facilities.
3. All fees for Fair buildings (Ag, Common Sense or Exhibit buildings) are on a per day (8 AM to 12 Midnight) basis. A minimum \$100 deposits shall be paid at the time a reservation is made. Balance of contract shall be paid seven (7) days prior to event.
4. **Reservation cancellation(s) timelines:** Cancellations 30 days prior to event will receive 100% refund of deposit for reserved building. Cancellations within 3 weeks (15 working days) of event will forfeit 25% of the deposit for the reserved building. Cancellations within 2 weeks (10 working days) of event will forfeit 50% of the deposit for the reserved building. Cancellations within 1 week (5 working days) of the event will forfeit 75% of the deposit for the reserved building. Cancellations within 24 hours of the event will result in 100% forfeit of the deposit for the reserved building.
5. It is the responsibility of the user to verify that all furnishings (tables, chairs, fire extinguishers, etc.) included in the reservations agreement are in place and in good repair at the conclusion of the reservation. Replacement costs for missing/damaged items will be based on current market value (6 foot rectangular table \$50.00 white plastic lattice chair \$10.00/per chair replacement cost). **Restitution in excess of any deposits must be made to the Parks Office within five working days of event.**
6. All equipment or personal items belonging to user shall be removed and the building cleaned immediately after the event. Premises shall be left clean and in good repair or lessee will be subject to additional charges.
7. **Glass beverage containers are prohibited.**
8. **No items shall be attached to acoustical ceiling(s).**
9. Payment types accepted: credit/debit cards, cash, and money orders. Personal checks will not be accepted.
10. Graham County officials (including law enforcement) reserve the right to enter/inspect the premises.
11. All dogs shall be on a leash, or otherwise restrained.
12. **Open flames/fires are prohibited (Candles are allowed).**
13. Any changes needed to be made to the contract will need to be made up to 10 days before the event. Park staff will not remove, clean, or add more chairs or tables the day before the event.

**\*Keys will be checked out to only one person and become the responsibility of that person. Per ARS 13-3715 Keys for County facilities may not be duplicated or distributed. There is a \$50.00 charge for unreturned keys.**

**Thank you for your business!**

**[www.graham.az.gov](http://www.graham.az.gov) \* [parks@graham.az.gov](mailto:parks@graham.az.gov)**

**Graham County Parks & Recreation \* 527 E. Armory Rd., Safford AZ \* 928-428-7180**