

**AGREEMENT:**

Made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between The Springfield Fairgrounds, hereafter known as the Party of the First Part and \_\_\_\_\_, hereafter known as the Party of the Second Part.

The Springfield Fairground agrees to allow use of the listed buildings, and venue area of the fairgrounds to be rented/used to the Party of the Second Part for consideration of \$100.00 from dates and time listed herein. Both parties agree to bind themselves to the following terms of this agreement. Other areas of the facility may be used under permission, which must be done in writing and approved by Party of the First Part. This contract is based off Thursday arrival and Sunday departure unless otherwise specified.

**The Party of the First Part agrees to provide the following:**

1. Facilities requesting use for \_\_\_\_\_
2. Dates requesting use for \_\_\_\_\_
3. Electricity to the Pavilion, Tables & Chairs for 150+ people at no additional charge
5. Trash dumpsters for disposal of garbage. Facility will supply trash cans & bags.
6. Portable Toilets available by request. Please list how many you intend to be provided. # \_\_\_\_\_  
You may rent others elsewhere if you wish. SEE BELOW FOR FURTHER INSTRUCTIONS

**The Party of the Second Part agrees to and provides the following:**

1. \$100 Rental Fee made payable to "The Springfield Fairgrounds" due in full prior to access of venue. Contract and nonrefundable deposit due with contract to hold the date. If any damages to facilities is deemed more than typical "wear and tear" Party of the Second Part will be financially responsible to repair or replace damaged items. Report damages/problems immediately to Ashley LaDuke at (207) 290-0760.
2. Pick-up and dispose of all trash and litter. Place trash in dumpsters at NE corner of the fairgrounds.
3. Clean the facilities used and leave as it appeared upon arrival.
4. Lock any buildings before leaving the facility. Leave key on counter.
5. Must contact Lincoln Maine Rentals (207) 290-0038 to service portable toilets at your cost. Portable toilets must be pumped within AT LEAST 2 days after the event. Please report scheduling to Ashley LaDuke at (207) 290-0760.
6. Party of the Second Part is responsible for notifying their guests about possible hazards on the fairgrounds. The Springfield Fairgrounds or Ashley LaDuke will not be held responsible or liable for any injuries to Party of the Second Part or their guests or assigns under any circumstances.
7. General Liability Insurance due 30 days prior to rental dates. Failure to provide may terminate this contract. (Check Homeowners insurance, most coverage included)
8. Any necessary licenses or permits for this "event".
9. No open or unattended fire allowed. Fire pits raised off the ground may be allowed, confirm plans with Ashley.

Approximate number of expected people to attend: \_\_\_\_\_

Intended use of venue or buildings requested:

\_\_\_\_\_  
\_\_\_\_\_

Party of the Second Part signature: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail to 91 Park Street Springfield ME 04487**

Date: \_\_\_\_\_ President of The Springfield Fair \_\_\_\_\_

Checks may be payable to The Springfield Fairgrounds - \$100 Check must be received to secure date.

**FOR OFFICE USE ONLY**

Contract & Deposit Date Received: \_\_\_\_\_

Deposit Amount Received: \_\_\_\_\_

Balance owed: \_\_\_\_\_