

Davison County
Meeting Hall & Activities Center - Rental Request Form

Event					Event Sponsor					
Date / Date's Requested	Day 1		Day 2		Day 3		Week			
Time / Time's Requested	Day 1		Day 2		Day 3		Week			
Contact Information										
Contact Name										
Contact Address										
City				State			Zip Code			
Phone			Fax			e-mail				
Billing Information										
Billing Name										
Billing Address										
City				State			Zip Code			
Phone			Fax			e-mail				
Space Requested - Meeting Hall & Activities Center										
Meeting Hall _____ Activity Center _____ Entire Facility _____ (Please Check One)										
Meeting Hall Portion										
Entire Meeting Hall	Room A	Room B			V-Tel Room	Kitchen				
Setup Necessary	Yes / No		Tables (Number)		Chairs (Number)					
Style(Please Circle)	Classroom	Table Groups	Gallery		Front Table	Dining / Banquet				
Activity Center Portion										
Livestock	Yes / No	# Cattle	# Hogs		# Sheep		# Horses			
Arena Setup	Yes / No		Arena Size		Pens Setup		Yes / No			
Other Activity	(Please Describe)				Estimate of Attendees #					
Other Information										

NOTE: Requests will not be processed until Scheduling Fees are received!

**Davison County
Meeting Hall & Activities Center
Rental Rates**

The rates for the facility are divided by two schedules.

Schedule A is for private, non-profit, no admission events.

Schedule B is for events selling items, charging admission or renting booth space.

(On events where booth space is charged, the county will access a fee of 10% of the cost for each booth.)

	Schedule A		Schedule B	
	Half Day	One Day	Half Day	One Day
All Meeting Rooms	\$80	\$160	\$100	\$200
Classroom A	\$50	\$100	\$60	\$120
Classroom B	\$30	\$60	\$40	\$80
Kitchen	\$40	\$75	\$100	\$135
V-Tel Room	\$40	\$60	\$60	\$80
North Side Activity Center	\$65	\$100	\$170	\$215
South Side Activity Center	\$65	\$100	\$170	\$215
Entire Activity Center	\$100	\$200	\$150	\$300
Additional Charges				
220 V AC Outlet Access	\$2.50	\$2.50	\$5.00	\$5.00
Tables & Chairs Setup	\$75.00	\$75.00	\$80.00	\$80.00
Internet Access (per connection)	\$2.50	\$5.00	\$2.50	\$5.00

Additional Charges

- 10 % fee for each booth space rented out (Example: Booth space \$200.00, and 10 booths, county get \$200.00 on top of rent.)
- Maintenance Charge (if not performed by renter):\$75.00 Each Building/Day
\$150.00 Entire Facility/Day
- Noon Meeting Rate: 50% of 4 Hour Rate / Room

\$50.00 Rate for State Agencies unless the Vtel Equipment is utilized

Davison County

Fairgrounds

*3200 West Havens
Mitchell, SD 57301*

605-995-8620 Office
<http://www.davisoncounty.org>

**Davison County
Meeting Hall & Activities Center
Livestock Related Rates**

Arena Charge: \$100.00 (Use of Arena & Pens)

Note: Renter is responsible for Set-up and Tear-down / Clean-up of arena and pens.
County Staff will be on hand to supervise if necessary.

Livestock Maintenance & Utility Charge:

Sales & Shows: \$2.00/head/day for beef, dairy, horse
\$1.00/head/day swine & sheep

Scheduling Procedures

Scheduling Scheduling of the facility by any and all parties including County Staff will be done through the Davison County Fairgrounds Office.

Scheduling dates & times will be done on a first come, first serve basis. Four hour blocks will run from 8am - 12noon, 1pm - 5pm, and 6pm - 10pm. All Day blocking will run from 8am until the end of use of the facility that same day.

Contact with this office may be made Monday - Friday, 8am – 12, 1pm - 5pm at:

Davison County Fairgrounds
605-995-8620 Office Phone
605-995-8621 Office Fax
davison@ces.sdstate.edu e-mail address

Scheduling Fee 25% of the rent for the desired date and time will be due upon scheduling of the date. No scheduling will be done until this fee is received. This fee will guarantee the date and time requested. This is a non-refundable charge if the event is cancelled after scheduled.

Rent Balance of the rent (75%) will be due at time of key pick up for the scheduled event. The rent may be dropped off or mailed to:

Davison County Fairgrounds
3200 West Havens
Mitchell, SD 57301

Deposit A Deposit of \$150.00 will also be due at the time of key pick up for the scheduled event. This amount should be in the form of a separate check which will be held until after the event.

Deposit checks will be returned by mail no more than 15 working days after the event conditional on satisfactory inspection of the facility. Davison County will assess damages over and above the deposit amount if necessary through the States Attorney Office.

Policies

- County & other local government Activities - No Fee. However, maintenance and cleanup will be the sponsoring agencies responsibility. Failure to perform cleanup will affect ability to utilize the facility in the future and a charge for cleanup.
- Gun Shows - Gun shows are required to provide a minimum of one (1) security guard (Certified Law Enforcement Officer) anytime the show is not open when firearms are present. Security of the show will be the responsibility of the operators of the show during open hours.
- NO ALCOHOLIC BEVERAGES of any kind permitted at any time.
- Smoking is prohibited in all county buildings per state law.
- Set-up will be allowed one (1) Hour before the event. If a longer set-up time is necessary, renter will be charged for that period of time either at the 4-hour rate or daily rate.
- Renters for livestock events are responsible for all setup and materials necessary for their event. This includes any floor coverings to include wood chips. This also includes setup of the arena and any tie-off panels. Renters are required to provide their own bedding materials, wood chips are recommended. Renters are also responsible for cleanup after the event.
- Keys must be picked up at the Extension Office Monday – Friday between the hours of 8:00a.m. – 12:00p.m. and 1:00p.m. – 5:00p.m.

Meeting Hall Dimensions

Seating

Room A	55ft x 50ft Approximate	240 people
Room B	30ft x 50ft Approximate	224 people
Rooms A, B	85ft x 50ft Approximate	450 people

Dining

Room A	55ft x 50ft Approximate	28 Tables	224 people
Room B	30ft x 50ft Approximate	32 Tables	256 people
Rooms A, B	85ft x 50ft Approximate	60 Tables	320 people

*(People figured on 8 people per table)

Activity Center Dimensions

Main Area 125ft x 120ft General Display & Activities

*Room includes 1 full sized basketball court or 2 full sized volleyball courts

*Bleachers are available for use

*Main Service Door is 20' X 20'

Maintenance Guidelines

Rooms

- Floors should be swept and clean of debris
- All trash should be picked up and in refuse containers
- Floors should be mopped where necessary
- All windows should be closed
- All tables and chairs should be cleaned and returned to their original locations
- All other equipment should be returned to original locations
- All lights should be turned off

Kitchen

- Floors should be swept and clean of debris
- All trash should be picked up and in refuse containers
- Floors should be mopped where necessary
- All windows should be closed
- All countertops and sinks should be washed and cleaned
- All Appliances should be cleaned
- Stoves should be cleaned if needed and made sure they are off
- All lights should be turned off

Bathrooms

- Floors should be swept and clean of debris
- All trash should be picked up and in refuse containers
- Floors should be mopped where necessary
- All countertops and sinks should be washed and cleaned
- All Toilets & Urinals should be cleaned
- All lights should be turned off

Grounds & Parking Lots

- All trash and litter should be collected and placed in trash containers provided
- Any equipment utilized should be accounted for and returned to its original location

*General cleaning supplies and tools are provided for use.

Maintenance Problems – Contact

Kenneth R. Martish

Davison County

Director of Environmental Services

Office 605-995-8645

Cell 605-770-9625

Home 605-236-5368

**Davison County
Rental Agreement**

This agreement is entered into between & Davison County, a political subdivision of the State of South Dakota, of 200 East 4th Avenue, Mitchell, South Dakota.

The following space has been reserved in the Davison County Fairgrounds Complex by the above listed person, hereinafter referred to as "Renter" for the listed function:

<input type="text"/>	<input type="text"/>
Space	Function

The Date reserved for this function is:

From: to

The Renter agrees to pay Davison County a total of \$ plus an additional \$ for deposit. **Total Due:** Total to be returned with this signed Rental Agreement. (Make Deposit in form of a separate check)

- Renter shall preserve and maintain the facility in good condition. Renter shall neither permit nor commit waste of the facility. Renter shall use the property exclusively for the above listed function.
- Davison County reserves the right to enter and inspect the facility at any time.
- Renter covenants and agrees that it will indemnify and hold Davison County harmless from all liability of any kind arising from Renter's use of the facility. If Davison County determines prudent, Renter shall provide the County with proof of liability insurance covering Renter's liability for its use of the premises and naming Davison County as an additional insured.
- In the event of breach of any of the terms and conditions of this Rental Agreement, Davison County and the Renter shall have any and all remedies available at the time of breach under the laws of the State of South Dakota.
- All required payments to be made under this Rental Agreement shall be made to Davison County at: **Davison County Fairgrounds Mgr., 3200 West Havens, Mitchell, SD 57301.**
- This Rental Agreement is non-assignable and no portion of the facility may be sublet by the Renter to any party.
- Davison County will have the facility clean prior to use by the Renter. Davison County will inspect the facility following the Renter's use of the facility, and determine the conditions of the facility. If found to be in unsatisfactory condition, Davison County will keep the deposit and/or a portion of provided by the Renter, and assess damages over and above the deposit through the State's Attorney's Office.
- No smoking is allowed in any County Facility per State of South Dakota Law.
- No Alcohol is allowed on County Property.

Please refer to the Fairgrounds Policies and Maintenance Guidelines for further explanations.

Signature of Rental Party: _____ Date: _____

Signature of County Representative: _____ Date: _____