

Your Benton County Fair & Rodeo Registration Confirmation

Benton County Fair & Rodeo [Nancy.O.SWAIN@Co.Benton.OR.US]

Sent: Tuesday, February 27, 2018 2:48 PM

To: Larwood, Lillian



Thank you for submitting your form, we will contact you if we have any questions

Building Reservation Form

Your Contact Information

First Name

Lillian

Last Name

Larwood

Email Address

lillian.larwood@oregonstate.edu

Sign me up for email updates

No

Phone Number

541-737-1316

Address

106 Ballard Extension Hall

City

Corvallis

State

OR

ZIP Code

97331-3608

Building You Would Like to Rent**Buildings & Outdoor Spaces to Rent**

Auditorium Building - full building rental

includes Conference Room

Will there be alcohol served?

Yes

Public or Private?

Private Event

Event Information Phone Number

0

Date: 02/27/2018

Name of Event

OSU All-Extension BBQ

Dinner

OrganizationBusiness**Name**

OSU Extension

Association

Non-Profit**Organization?**

Yes

Estimated Attendance

120

Date of Event (enter

additional days in

Additional Information

Box below)

12/3/2018

Start Time of Event**for Public Events**

5:00pm

Event End Time

10:00pm

Set-up Start time and**Set-up details. Use**

this box to tell us

what you need.

12/02/2018: Set-up

starting about 5:00pm

12/03/2018: Day of

event work 6:00am -

11:00pm 12/03/2018:

BBQ Dinner 5:00pm -

10:00pm

**Number of Tables &
Chairs, Etc. Needed**

1 PA Sound System; 1
Podium; 1 Stage
Section set in place; 21
additional Banquet
Tables; 50 additional
Chairs

Additional Information

**Please use the box
below to tell us of any
additional
dates/needs etc.**

12/02/2018: We are
also renting the
Auditorium building for
set-up on this date My
understanding is that
the following is included
with this rental—at no
additional cost:
-Auditorium: 80 chairs
and 10 tables
-Conference Room: 20
chairs and 4 tables

© Benton County Fair & Rodeo
110 SW 53rd
Corvallis, OR

Nancy.O.SWAIN@Co.Benton.OR.US
www.bentoncountyfair.net/



Benton County Fairgrounds
110 SW 53rd Street
Corvallis, OR 97333
Phone: 541-766-6521 Fax: 541-766-6865

Confirmation Sheet

OSU All-Extension BBQ Dinner

Event Name: OSU All-Extension BBQ Dinner
Event Status: CONFIRMED
Client Name: OSU Extension Association
Client Code:
Purchase Order:
Address: 106 Ballard Hall
Corvallis OR 97331

Booking No.: 2759
Contract No.:
Sales Rep.:
Contact: Larwood, Lillian
Phone1:
Phone2:
Email: lillian.larwood@oregonstate.edu
Cellular:
Fax:

Sunday, December 02, 2018

Location: Auditorium Hall

From - To	Function Setup	#	Status	Price	Tax
Starts - Ends					
5:00 PM 10:00 PM	OSU All-Extension BBQ Dinner	120	CONFIRMED	\$445.00	
5:00 PM 10:00 PM	Customer will setup		Discount:	\$133.50	

Equipment

From	To	Description	Quantity	Price	Total	Tax
5:00 PM	10:00 PM	Pa System Auditorium Or Guerber Hall	1	\$30.00	\$30.00	
5:00 PM	10:00 PM	Table Banquet Additional to Allotment	21	\$6.00	\$126.00	
5:00 PM	10:00 PM	Chair	50	\$1.00	\$50.00	
5:00 PM	10:00 PM	Podium	1	\$15.00	\$15.00	
5:00 PM	10:00 PM	Stage Sections Set In Place	1	\$20.00	\$20.00	

Location: Auditorium Board Room

From - To	Function Setup	#	Status	Price	Tax
Starts - Ends					
5:00 PM 10:00 PM	OSU All-Extension BBQ Dinner	120	CONFIRMED		
5:00 PM 10:00 PM	Customer will setup				

Monday, December 03, 2018

Location: Auditorium Hall

From - To	Function Setup	#	Status	Price	Tax
Starts - Ends					
5:00 PM 10:00 PM	OSU All-Extension BBQ Dinner	120	CONFIRMED	\$550.00	
5:00 PM 10:00 PM	Customer will setup		Discount:	\$165.00	

Location: Auditorium Board Room

From - To	Function Setup	#	Status	Price	Tax
Starts - Ends					
5:00 PM 10:00 PM	OSU All-Extension BBQ Dinner	120	CONFIRMED		
5:00 PM 10:00 PM	Customer will setup				



Benton County Fairgrounds
110 SW 53rd Street
Corvallis, OR 97333
Phone: 541-766-6521 Fax: 541-766-6865

Confirmation Sheet

OSU All-Extension BBQ Dinner

Location Sub Total:	\$995.00
Equipment:	\$241.00
Setup Sub Total:	\$241.00
Total:	\$1,236.00
Discount:	\$298.50
Sub Total:	\$937.50
Total Tax In:	\$937.50
Less Payments/Credits:	\$0.00
Balance:	\$937.50

Thank you for using Benton County Fairgrounds. Please returned signed Rental Agreement and signed Confirmation Sheet as soon as possible along with Deposit to insure a successful event. Full payment must be recieved 30 days prior to your event.

Contact: _____ Approval: _____

Date/Time: 3/6/2018 1:28 PM

Booking #: 2759

Page #: 2

BENTON COUNTY FAIRGROUNDS
110 SW 53rd Street, Corvallis, Oregon 97333
(541) 766-6521 Rental Agreement / Permit

CLIENT'S COPY

Permit #

Booking # 2759

This Rental Permit, made this date, Tuesday, February 27, 2018 between the Benton County Fair Board (LESSOR) and OSU Extension Association hereinafter referred to as PERMITEE.

PERMITEE is entitled to use and occupy the premises on the dates and hours described on Confirmation sheet, together with the right of access to, and a limited use thereof for the indicated hours scheduled as per attached for setup and cleanup if necessary. PERMITEE agrees to make payment of fees as described on Setup sheet and /or Invoice.

TERMS AND CONDITIONS

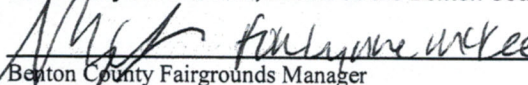
1. PERMITEE agrees to cause no damage to the leased premises or property and at the termination of this lease, return the leased premises or property in the same condition they were at the time of PERMITEE's taking possession. PERMITEE will be charged for any and all damage resulting during this lease agreement. PERMITEE is also responsible for all cleanup of leased facility as stipulated in the attached clean-up sheet, failure to clean space accordingly will result in a loss of a portion or all of facility refundable deposit, normal wear and tear excepted.¹
2. This agreement is personal to the PERMITEE. It may not be assigned, sublet or seized by attachment or execution in any manner transferred to any other person, firm, or entity either voluntarily or involuntarily or by operation of law or otherwise.
3. PERMITEE shall comply with all applicable statutes, laws, ordinances, rules and regulations adopted by the State, County, City, Fair Board or other political body, which pertains to the use of said premises or any provisions of this lease.
4. PERMITEE shall allow Benton County employees, Fair Board or designee to enter the premises for the purposes of making repairs, alterations or inspections of premises.
5. PERMITEE shall save and hold harmless LESSOR, BENTON COUNTY and their employees and agents jointly, severally and privately and defend the same from all claims of damages, suits and actions of every kind arising out of PERMITEE'S occupancy or use of the premises or property. Permittee shall not be required to defend or indemnify Permitter, Benton County or any third party for loss or damage or costs that arise out of the negligence or willful misconduct of Permitter, Benton County or any third party.
6. PERMITEE shall furnish satisfactory evidence of general liability insurance, including a copy of the endorsement adding Benton County, Benton County Fair Board, its officers and employees as additional insured. The minimum limits of liability shall be: \$2,000,000 per occurrence for each bodily injury and property damage. PERMITEE will not do, or permit to be done, anything in or upon any portion of the premises or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the building or any part thereof, or in any way increase any rate of insurance upon the building or on property kept there; PERMITEE shall not without the written consent of the LESSOR, put up or operate any engine or motor or machinery on the premises or use oils, burning fluids, camphene, kerosene, propane, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illumination of the premises.
7. The PERMITEE of the facility is responsible for supervising proper parking in the parking lots, keeping fire lanes clear, adequate traffic flow/control in all parking areas, plus traffic control for entering the exiting the fairgrounds. Parking will be permitted in assigned areas only.
8. The PERMITEE shall include its own contact telephone number in all advertising, publicity, or other information sources distributed regarding events or activities held at the Benton County Fairgrounds. The fair office telephone number shall not be used for this purpose.
9. The LESSOR uses a master contractor for all Alcohol provided, served or sold on the fairground by the PERMITEE. The current contract is with Oregon Beverage Service 503-362-3391 a 60 day notice to Oregon Beverage Service is required prior to any event that intends to provide serve, or sell alcohol. Alcoholic beverages will not be served to visibly intoxicated persons or people under the age of 21 years. All alcohol must stay in the designated area that is being rented. **Any event that is found to have alcohol at its event (not being served by contractor) will be shutdown immediately and forfeit all of their permit payment(s) and security deposit.**
10. PERMITEE shall not permit any activity that is contrary to laws of the State of Oregon., Benton County or Fairgrounds Policy
11. The PERMITEE is required to provide Professional Security for all events scheduled to serve alcohol and/or events having music (past 9 PM). Security must be provided by a Fairgrounds approved Professional Security Company, which is licensed to do business as a security company in the State of Oregon, be bonded and have a current insurance policy on file in the Fairgrounds Office. Security personnel must be on site 1/2 hour before guests are scheduled to arrive, and be here until ALL guests have left the fairgrounds, The number of security guards needed, when, will be determined by the Security Company. Fairgrounds management reserves the right to increase security requirements for any event.
12. **Failure to comply with any of the terms of this Agreement shall be deemed a breach of contract and shall cause the full amount of the contract to become due and payable and shall work a revocation and forfeiture of all rights and privileges granted to PERMITEE under this Agreement.**
13. **FULL PAYMENT* MUST BE RECEIVED THIRTY (30) DAYS PRIOR TO PERMITEE TAKING POSSESSION OF THE FACILITY.** Cancellation: Refunds for facility usage will only be made if notification of cancellation is at least 30 days in advance of the scheduled usage (less administration costs of \$25.00). Cancellation made less than 30 days in advance of the scheduled usage will result in the loss of the full deposit and rental fee. *Prevailing rates will be charged for rental of the facility.

¹Cleanup fee if facility not left clean as found is \$65 per labor hour.

²Special conditions: Areas used must be left clean as found. Tables must be restacked on table carts, leg side up. Please review the terms and conditions of this agreement and the cleanup sheet, **Schedule "B"**, attached to your copy of the lease agreement.

Overnight camping is available. Reservations are required.

IN WITNESS WHEREOF, the parties have hereunto set their hands and have read and understood in entirety all said guidelines and regulations set forth by the LESSOR, known as the Benton County Fair Board.


Benton County Fairgrounds Manager

- Lynne McKee

2/27/2018

Date

PERMITEE (Signature) _____
Phone number _____ Date _____

- Lillian Larwood

106 Ballard Hall
Address

Corvallis, OR 97331
City/State/ZipCode

This Rental Permit, made this date, Tuesday, February 27, 2018 between the Benton County Fair Board (LESSOR) and OSU Extension Association hereinafter referred to as PERMITEE.

PERMITEE is entitled to use and occupy the premises on the dates and hours described on Confirmation sheet, together with the right of access to, and a limited thereof for the indicated hours scheduled as per attached for setup and cleanup if necessary. PERMITEE agrees to make payment of fees as described on Setup sheet and/or Invoice.

TERMS AND CONDITIONS

- PERMITEE agrees to cause no damage to the leased premises or property and at the termination of this lease, return the leased premises or property in the same condition they were at the time of PERMITEE's taking possession. PERMITEE will be charged for any and all damage resulting during this lease agreement. PERMITEE is also responsible for all cleanup of leased facility as stipulated in the attached clean-up sheet, failure to clean space accordingly will result in a loss of a portion or all of facility refundable deposit, normal wear and tear excepted.
- This agreement is personal to the PERMITEE. It may not be assigned, sublet or seized by attachment or execution in any manner transferred to any other person, firm, or entity either voluntarily or involuntarily or by operation of law or otherwise.
- PERMITEE shall comply with all applicable statutes, laws, ordinances, rules and regulations adopted by the State, County, City, Fair Board or other political body, which pertains to the use of said premises or any provisions of this lease.
- PERMITEE shall allow Benton County employees, Fair Board or designee to enter the premises for the purposes of making repairs, alterations or inspections of premises.
- PERMITEE shall save and hold harmless LESSOR, BENTON COUNTY and their employees and agents jointly, severally and privately and defend the same from all claims of damages, suits and actions of every kind arising out of PERMITEE'S occupancy or use of the premises or property. Permittee shall not be required to defend or indemnify Permittee, Benton County or any third party for loss or damage or costs that arise out of the negligence or willful misconduct of Permittee, Benton County or any third party.
- PERMITEE shall furnish satisfactory evidence of general liability insurance, including a copy of the endorsement adding Benton County, Benton County Fair Board, its officers and employees as additional insured. The minimum limits of liability shall be: \$2,000,000 per occurrence for each bodily injury and property damage. PERMITEE will not do, or permit to be done, anything in or upon any portion of the premises or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the building or any part thereof, or in any way increase any rate of insurance upon the building or on property kept there. PERMITEE shall not without the written consent of the LESSOR, put up or operate any engine or motor or machinery on the premises or use oils, burning fluids, camphene, kerosene, propane, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illumination of the premises.
- The PERMITEE of the facility is responsible for supervising proper parking in the parking lots, keeping fire lanes clear, adequate traffic flow/control in all parking areas, plus traffic control for entering the exiting the fairgrounds. Parking will be permitted in assigned areas only.
- The PERMITEE shall include its own contact telephone number in all advertising, publicity, or other information sources distributed regarding events or activities held at the Benton County Fairgrounds. The fair office telephone number shall not be used for this purpose.
- The LESSOR uses a master contractor for all Alcohol provided, served or sold on the fairground by the PERMITEE. The current contract is with Oregon Beverage Service 503-362-3391 a 60 day notice to Oregon Beverage Service is required prior to any event that intends to provide serve, or sell alcohol. Alcoholic beverages will not be served to visibly intoxicated persons or people under the age of 21 years. All alcohol must stay in the designated area that is being rented. Any event that is found to have alcohol at its event (not being served by contractor) will be shutdown immediately and forfeit all of their permit payment(s) and security deposit.
- PERMITEE shall not permit any activity that is contrary to laws of the State of Oregon, Benton County or Fairgrounds Policy
1. The PERMITEE is required to provide Professional Security for all events scheduled to serve alcohol and/or events having music (past 9 PM). Security must be provided by a Fairgrounds approved Professional Security Company, which is licensed to do business as a security company in the State of Oregon, be bonded and have a current insurance policy on file in the Fairgrounds Office. Security personnel must be on site 1/2 hour before guests are scheduled to arrive, and be here until ALL guests have left the fairgrounds. The number of security guards needed, when, will be determined by the Security Company. Fairgrounds management reserves the right to increase security requirements for any event.
 2. Failure to comply with any of the terms of this Agreement shall be deemed a breach of contract and shall cause the full amount of the contract to become due and payable and shall work a revocation and forfeiture of all rights and privileges granted to PERMITEE under this Agreement.
 3. **FULL PAYMENT* MUST BE RECEIVED THIRTY (30) DAYS PRIOR TO PERMITEE TAKING POSSESSION OF THE FACILITY.** Cancellation: Refunds for facility usage will only be made if notification of cancellation is at least 30 days in advance of the scheduled usage (less administration costs of \$25.00). Cancellation made less than 30 days in advance of the scheduled usage will result in the loss of the full deposit and rental fee. *Prevailing rates will be charged for rental of the facility.

Cleanup fee if facility not left clean as found is \$65 per labor hour.

Special conditions: Areas used must be left clean as found. Tables must be restacked on table carts, leg side up. Please review the terms and conditions of this agreement and the cleanup sheet, **Schedule "B"**, attached to your copy of the lease agreement.

Overnight camping is available. Reservations are required.

WITNESS WHEREOF, the parties have hereunto set their hands and have read and understood in entirety all said guidelines and regulations set forth by the LESSOR, known as the Benton County Fair Board.

Benton County Fairgrounds Manager

- Lynne McKee

2/27/2018

Date

[Signature]
PERMITEE (Signature)

503 650 3122 - Wendy K. Hem
Lillian Larwood
Phone number Date

5/3/18

**YOUR RECEIPT
THANK YOU**

36 Ballard Hall
Address

Corvallis, OR 97331
City State ZipCode

05/17/2018 2:57PM 04
000000#6119 JACOB

AUDITORIUM \$937.50

ITEMS 1Q
CHECK \$937.50

paid by check # 1767