

Mountrail County Fair Building Rental

Pre-Event Checklist

Please see below regarding important steps to complete your rental and additional information that you will need to know.

Please take note that the liquor part has strict deadlines.

You need the following for your rental:

- ☐ **Rental Fee** - \$_____ - Checks made out to MCFA (no credit cards at this time). We must have this no later than 30 days prior to the event.
- ☐ **Deposit** - \$_____ - Checks made out to MCFA (no credit cards at this time). Deposit is returned once event is complete and maintenance has approved that the building is left in good condition. We must have this no later than 30 days prior to the event or immediately if another renter is interested in your rental date.
 - o The deposit is returned after your rental as long as no damage or excessive cleaning takes place.
- ☐ **Lease Agreement/Invoice** – Submitted to you by the rental office. If you have not received this, please contact 701-628-2835 ext. 1.
- ☐ **Certificate of Insurance (COI)** - Due by the event. See #2 on Lease Agreement. Due by event date and must have the following listed on it: **Mountrail County Fair Association 8101 61st St NW Stanley, ND 58784.**
- ☐ **Riding Waiver Forms (Arena Rentals Only)** – Please see the attached waiver form that must be completed by each rider. You may complete these the day of the event and place in the paperwork/key drop box. This waiver only needs to be completed once per out designated calendar year (Sept. 1 to August 31).
- ☐ **Liquor/Alcohol at Event** (provide proof of each steps completions prior to event)
 - 1) There are THREE important steps if you will be having liquor/alcohol on location.
If these requirements have NOT been met, your rental will not be allowed to take place.
 - 2) **Special Event Liquor License Transfer**
 - a. Must be obtained no later than **20 days prior** to the event. The bar you are using (or yourself) must complete this by contacting the City of Stanley at 701-628-2225.
 - b. **The bar or yourself MUST contact the rental location (701-628-2835 ext. 1) to let us know that this step has been completed.**
 - 3) **Event Security**
 - a. Personnel must be hired and on location for the duration of your event.
 - b. Two Available Options:
 - i. **Stanley Police Department** - Please complete the Special Event Security Application and submit it the Stanley Police Department.
 - ii. **Private Party** - Arrange someone to watch over the party. This individual(s) will assume the liability is any issues take place.
 - c. Proof of Security
 - i. Submit the Mountrail County Event Security form a minimum of a week prior to your event to heather.tomlinson@ndsu.edu or in person at the Mountrail County South Complex (8103 61st St NW, Stanley)
 - a. Alcohol cannot be served after 1:00am in compliance with Stanley City Ordinances.

- **Building Entry/Exit** – You must pick up the building keys during business hours which are Monday – Friday 8:00am – 4:30pm. You will go to the Mountrail County South Complex offices which are directly next to the Mountrail County Fair Building. Once your event is complete, you may place your rental keys in the black drop box that is on the outside of the Fair Building by the glass main entry doors. * **Renters must set-up and tear-down their events ***
- **Cleaning & Damage** – Please leave the building in the same condition you found it. There are cleaning supplies located in the storage closet attached to the Fair Building Hall and also brooms in the kitchen, chair room, and front entry. All trashes must be emptied and disposed of in provided dumpsters. All arena manure must be cleaned up and placed at the East side of the Fair Building. Please see the 'Rental Information' supplement sheets in the attachment for additional cleaning instructions.

While there are rarely issues, if you arrive to the location and see that there is any noticeable damage or extensive uncleanliness, please take a moment to take a photo prior to your rental and email them to heather.tomlinson@ndsu.edu. This will ensure that you are not liable for any extensive damage that took place in a rental outside of your own.

Please reach out to me if you have any questions or concerns. You can contact our office at (701) 628-2835 Ext. 1, heather.tomlinson@ndsu.edu, or stop in person at the Mountrail County South Complex which is located at 8103 61st St NW, Stanley (directly next to Fair Building).

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Post-Event Checklist

MANDATORY: Place building rental keys into drop box no later than the next business day - *if keys are not received in allowed time span a \$50 key deposit will be charged and your deposit will not be returned until the keys are returned.*

MULTI-PURPOSE ROOM:

- ☐ Wipe off all surfaces and clean any spills on tables, chairs, floors, counters, etc
- ☐ Put tables away in storage room
- ☐ Stack chairs in storage room (do not drag chairs across floor) – Stack by matching color and back of chairs facing out.
- ☐ Sweep floors (dust mops, broom, & dust pan will be provided in storage closet)
- ☐ Pick up all trash in rented areas and parking lot and take all trash out to dumpsters
 - One Dumpster is located at the SW corner of the MC South Complex
 - One Dumpster is located by MC Fair Building
- ☐ Sweep Main Entrance

KITCHEN:

- ☐ Wipe off all surfaces in kitchen and clean any spills on tables, chairs, floors, counters, etc
- ☐ Make sure all kitchen equipment and utensils are cleaned and put back in their proper storage location
- ☐ Sweep floors (dust mops, broom, & dust pan will be provided in storage closet)
- ☐ Pick up all trash in rented areas and parking lot and take all trash out to dumpsters
 - One Dumpster is located at the SW corner of the MC South Complex
 - One Dumpster is located by MC Fair Building
- ☐ Sweep Main Entrance

ARENA:

- ☐ All manure is to be picked up and put on East side of building to pile
- ☐ Arena equipment is property of Mountrail County Fair Association and can be run only by directors.
- ☐ Dust control in arena is a must! Big events require watering arena!
- ☐ All panels, gates, and equipment will be returned to their proper location
- ☐ Pick up all trash in rented areas and parking lot and take all trash out to dumpsters (this includes straw, manure, etc.)
 - One Dumpster is located at the SW corner of the MC South Complex
 - One Dumpster is located by MC Fair Building
- ☐ No stock/horse trailers are allowed in the South parking lot - All must park on the East side of the building

BATHROOM:

- ☐ Pick up trash in bathrooms
- ☐ Bathroom toilets, sinks, and floors will be cleaned by janitorial staff
- ☐ Sweep bathrooms

ARENA + BATHROOM:

- ☐ Complete all the items under ARENA and BATHROOM

Additional Information:

- ✓ NO EARLY ACCESS without prior authorization
- ✓ Liability coverage is required for all commercial rentals (wedding/receptions, rodeos, craft shows, barrel racing, meetings, etc.)
- ✓ Liability Waivers are required for all private rentals
- ✓ Additional Cleaning Fee will be deducted from deposit if rented areas are not cleaned
- ✓ Do not use any decoration supplies that will remove paint or put holes in walls. If any damages occur, the Fair Association may deduct repairs from your deposit. No pyrotechnics or open flames.