**Thomas County Fair Grounds
Rental Guidelines**

**General Guidelines:**

A. **Reservations** can be made by contacting Alice Hodges at 308-645-7397.

a. The Building, arena, or pavilion will not be considered reserved until the rental fee has been paid and a signed rental agreement has been received. Preference on scheduling will be on a first-come, first serve basis. Mail to Thomas Co Ag Society PO Box 77 Thedford NE 69166.

B. **No Smoking and No Pets** in the entire building.

C. **Alcohol**

a. Alcohol can be consumed (NOT SOLD) at the building & pavilion PROVIDED:

 i. The Event is NOT open to the public.

 ii. The Event is NOT advertised.

 iii. NO money exchanges hands.

 iiii. Thomas County Ag Society is notified.

b. Having a public, advertised event and/or selling alcohol at an event requires a Special Designated License (SDL). Only a holder of a retail liquor license or a nonprofit corporation can apply for an SDL.

 i. An SDL request must be on the Thomas County Commissioners’ agenda and the individual must appear in person at the scheduled meeting time.

 ii. Contact the Thomas County Commissioners to be added to the agenda at LEAST 40 days prior to the event.

**Insurance requirement for rental/Use of Property**

The renter/user shall not occupy the described premises until it has provided the Thomas County Fair Board with a Certificate of Insurance evidencing the renter/user has Commercial General Liability Insurance coverage in place addressing the renter/users liability for its operation and use of the described premises. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury and property damage.

The minimum acceptable limits of liability shall be $\_\_\_\_\_\_\_\_\_\_\_\_each occurrence. If the coverage contains a general aggregate, such limit shall not be less than $\_\_\_\_\_\_\_\_\_\_\_\_\_. The Thomas County Fair Board is to be included as an additional insured on the required insurance coverage. The renter/user shall require each and every agent, subcontractor, vendor, exhibitor, or concessioner who may be part of the event to purchase like insurance and include the Thomas County Fair Board as an additional insured on the required insurance coverage.