

EAU CLAIRE COUNTY FAIR COMMITTEE

Wednesday, January 25, 2017

7:00 PM, Room 103

Location: Agriculture & Resource Center
227 1st Street W
Altoona WI 54720

AGENDA

1. Call to Order
2. Review / Approval of Committee Minutes
 - a) [December 16, 2016](#)
3. Review Bills
 - a) No bills to review
4. Public Input
5. WI Farmers Union Youth Organization Presentation / Discussion - Action
6. [Hosting District Meeting For Fall 2017](#) / Discussion - Action
7. 2017 Fair
 - a) [Finalizing 2017 Fair Book](#)
8. Sub-Committee Reports / Discussion – Action
 - a) Insurance
 - b) Biosecurity
 - c) Sign-Up Genius
 - d) Set Up/ Tear Down
 - e) [Contracts](#)
 - f) Grounds Keeping
9. Scheduling of Future Meetings / Agenda Items
10. Adjourn

post:

- Media
- Committee Members
- Extension Staff

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669, (TDD) 839-4735 or by writing to the ADA Coordinator, Personnel Department, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703

MINUTES

EAU CLAIRE COUNTY FAIR COMMITTEE

Wednesday, December 14, 2016

7:00 PM, Room 104

Location: Agriculture & Resource Center

227 1st Street W

Altoona WI 54720

MINUTES

Members Present: Debbie Kitchen, Scot Zimmerman, Allison Olson, Dakota Roettger, Leslie Strey, Kevin Kitchen, Lisa Vetsch, Letecia Papke, Jenny Regalia,

Members Absent:, Tami Schraufnagel, Jodi Thesing-Ritter, Sara Novotny,

Others:

Call to Order

Chair Kitchen called the meeting to order at 7:01 PM

Review / Approval of Committee Minutes / November 16, 2016

Minutes were reviewed. Jenny made a motion to approve the minutes as presented. Lisa seconded. Motion carried.

Review Bills / November Bills

There were no bills paid in November to review.

Public Input

No public input was presented.

2017 Fair / Discussion – Action

City of Eau Claire is not able to rent us bleachers for the fair. Debbie is going to contact UW-Stout to see if they are able to rent us six 50-seat bleachers. The committee may also look into borrowing bleachers from a local school. More details will be presented next meeting.

The Eau Claire County 4-H Older Youth Council will be leading Fairly Odd Games on Sunday of the fair at 1pm and also Fair Olympics on Wednesday of the fair at 7pm.

Lisa shared to the committee that the livestock committee was not in favor of getting a tent for the cattle barn and they liked the idea of revisiting this topic again for next year's fair.

Scot shared the response from the trauma department are not able to help the fair with running a first aid tent. The committee came up with a plan to ask county 4-H Clubs and FFA Chapters to make first aid kits for fair. Dakota and Allison volunteered to make a list of items needed for the first aid kits and will put information together to post on the County 4-H Cloverleaves.

The group discussed the request of allowing the Wisconsin Farmers Union Youth Organization to exhibit at the fair. The group is interested, but would like to know more information about the specific educational activities the organization partakes in. This would determine what type of projects they are eligible to show in at the fair.

2020 Farm Technology Days / Discussion

Leslie shared that Farm Technology Days Executive Committee was interested in hosting the 2020 Farm Technology Days in Eau Claire County. The last time the county held the Farm Technology Days was in 1992. Eau Claire County leaders will deliberate the proposal and a decision will be made in the spring to summer of 2017.

Sub-Committee Reports

Insurance- No discussion.

Biosecurity- No discussion.

Sign Up Genius- No discussion.

Set Up/Tear Down- No discussion.

Contracts- No discussion.

Grounds Keeping- Leslie talked to Premium Lawn Care and they have agreed to handle the manure for the 2017 Fair. It was proposed to make a banner for Premium Lawn Care to have at the fair or to check with Premium Lawn Care if they have their own banner that we can use to promote their company.

Scheduling of Future Meetings / Agenda Items

The meetings for the rest of the year were scheduled in November. Meetings for the rest of the committee year include January 25th, February 15th, March 15th, April 19th, May 17th, and June 21st. All meetings are held at the Eau Claire County Extension Office at 7:00 PM unless otherwise noted. Agenda items for the December meeting will include 2017 Fair with the sub-topic of finalizing fair schedule and sub-committee reports.

Adjourn

Debbie moved to adjourn the meeting at 7:53 PM.

Respectfully submitted,

Allison Olson
Committee Clerk

To: 2017 Fall District Meeting Hosts

From: Jayme Buttke, Executive Secretary/Treasurer

Date: January 4, 2017

RE: District Meeting Host Requirements

It's time to begin making plans for the 2017 District Meetings. Thank you very much for volunteering to host. I wanted to touch base on the requirements needed for the upcoming meetings. Please let me know if you have any questions. I know I'm sending this a little early, but I wanted you to have the date. I'll send a reminder this summer as well.

Please provide the following information by July 1, 2017:

- Location of the meeting, with directions for newsletter
- Possible motel accommodations (for Bob, the President and myself)
- Contact person for reservations with address, e-mail and telephone
- Cost of meal
- Deadline for reservations

Each fair's responsibility includes:

- Arrange location – attendance ranges from 35-50
- Head table for six with microphone and podium.
- Two 6-8 foot table for meeting handouts
- American Flag for the Pledge of Allegiance
- Screen (for slide shows or PowerPoint presentations)
- Power connection (for possible PowerPoint presentations)
- Meal selection – try to keep cost in \$10-15 range if possible
- Take reservations and payments from attendees
- Beverages & rolls, registration and name badges day of meeting
- Welcome day of meeting, names badges
- Door prizes or gift bags are your option

In addition, if your fair would like to have a few minutes to promote your fair you are welcome to do that. Some fairs have had a small PowerPoint presentations or pictures on display promoting their fair. You can do as little or as much as you want. You're the host; we just wanted to let you know you were welcome to take some time on the agenda.

All of this information is crucial so newsletters can be prepared for the fair members. If you have any questions, please call me at 715-536-0246. Thanks so much for hosting our upcoming meetings.

Fall:

October 4	District 2 Meeting, Eau Claire County (Wednesday)
October 5	District 1, Lincoln County (Thursday)
October 11	District 4, Racine County (Wednesday)
October 12	District 3, Monroe County (Thursday)

Jayme Buttke, CFE
Wisconsin Association of Fairs
5320 County Road F
Merrill, WI 54452
715-536-0246

info@wifairs.com
www.wifairs.com

Please note our new e-mail address as of July 5, 2016 and update your records. Thanks!

2017 Eau Claire County Horse & Pony Project Fair Class List

Premium List:

A	B	C
Showmanship (B)	Halter (A)	Cloverleaf Barrels (V)
English Equitation (C)	English Pleasure (D)	Flag Race (W)
Western Equitation (G)	Western Pleasure (I)	Plug Race (Z)
Novice/Horseless Equitation (H)	Novice/Horseless Pleasure (J)	Pole Bending (AA)
Reinsmanship (L)	Pleasure Driving (M)	
	Trail/in hand trail (O or P)	
	Western Riding (R)	

Class List:

- A- Halter. Lot 1: Yearling, Lot 2: 2-3 year olds, Lot 3: 4 & older mares, Lot 4: 4 & older geldings
- B- Showmanship. Lot 1: all ages, Lot 2 Novice/Horseless
- C- English Equitation. Lot 1: all ages
- D- English Pleasure. Lot 1: all ages
- E- Hunter Hack. Lot 1: all ages
- F- In Hand Jumping-minis/ponies. Lot 1: Mini 34 inches & shorter, Lot 2: Mini 34-38 Inches, Lot 3: Pony 34-56 inches
- G- Western Equitation. Lot 1: all ages
- H- Novice/ Horseless Equitation. Lot 1: all ages
- I- Western Pleasure. Lot 1: all ages
- J- Novice/ Horseless Pleasure. Lot 1: all ages
- K- Egg & Spoon. Lot 1: all ages, Lot 2: Novice/ Horseless
- L- Reinsmanship. Lot 1: All ages
- M- Pleasure Driving. Lot 1: all ages
- N- Obstacle Driving. Lot 1: All ages
- O- Trail. Lot 1: All ages
- P- In Hand Trail- Lot 1: All ages, Mini/Pony, Lot 2: Novice/Horseless
- Q- Disciplined Rail Lot 1: 6th grade or older
- R- Western Riding. Lot 1: 6th grade or older Change pattern diagram to the state pattern. (Danish judging & premium available)
- S- Reining. NRHA Pattern 12 Lot 1: 6th grade or older (Judged to 6 places)
- T- Costume Class. Lot 1: All ages
- U- Egg & Spoon. Lot 1: All ages Lot 2: Novice/Horseless
- V- Cloverleaf Barrels. Lot 1: All ages Lot 2: Novice/Horseless
- W- Flag Race. Lot 1: All ages Lot 2: Novice/Horseless
- X- LT Special. Lot 1: All ages Lot 2: Novice/Horseless
- Y- Jumping figure 8. Lot 1: all ages (Judged to 6 places/ premiums not available)
- Z- Plug Race. Lot 1: All ages Lot 2: Novice/Horseless
- AA- Pole Bending. Lot 1: All ages
- BB- Key Race. Lot 1: All ages Lot 2: Novice/Horseless
- CC- Speed and Action. Lot 1: All ages
- DD- 4 In Line Barrels. Lot 1: All ages

Non-horse exhibits: (All wording & lots stay the same only the class letters have changed.)

Class EE- Clothes Horse

Class EE-1 Clothes Horse- grades 3rd-8th.

Class EE-2 Clothes Horse- grades 9th & older.

Class FF- Model Horse

Class FF-1- Model Horse- grades 3rd-8th.

Class FF-2- Model Horse- grades 9th & older.



5530 Fairview Drive • Eau Claire WI • 54701 • 715-839-3755 (P) • 715-839-6277 (F)

Website: expocenterec.com • Email: exposition.center@co.eau-claire.wi.us • Facebook: facebook.com/EauClaireExpoCenter

January 5, 2017

Eau Claire County Fair Committee
c/o Debbie Kitchen – Chair
227 1st Street W, Altoona WI 54720
Eau Claire WI 54701

Contract #2017-14

Dear Debbie:

Please read the enclosed contract and verify that all listed information is correct.

To guarantee your event date, you must return the items listed below by the dates indicated. Use of facilities is contingent upon full payment of contract and submittal of requested items as follows:

REQUIRED ITEM	DUE DATE	REQUIRED ITEM	AMOUNT	DUE DATE
Signed Contract	04/12/17	Refundable Deposit	\$ 896.00	04/12/17
Copy of Non-Profit Status	On File	First Half Payment	\$2,240.00	04/27/17
Copy of Tax Exemption Certificate	On File	Second Half Payment	\$2,240.00	06/27/17
Copy of Liability Insurance	On File	Total Payment	\$5,376.00	
Addendum	04/12/17			
Calendar of Events	By 04/12/17 if you want detailed information on website calendar)			

Your check should be made payable to: **Eau Claire Expo Center**. Please submit all items requested and payment to:
Clint Beaufeaux
Exposition Center
5530 Fairview Dr.
Eau Claire, WI 54701

New in 2015:

We now accept credit and or debit card payments. Payment can be made at website listed below. A convenience fee of 2.39% is charged by Value Payment Systems. Website address: <https://paylocalgov.com/Payment/SelectEntity/370>

I would like to thank you for your rental of the Exposition Center. Our staff looks forward to working with you to ensure your event is successful.

Please contact me if you have any questions or concerns regarding your contract.

Sincerely,

Clint Beaufeaux

Clint Beaufeaux
Event Coordinator
clint.beaufeaux@co.eau-claire.wi.us
715-839-3755

Eau Claire County Exposition Center Lease Agreement #2017-14

WHEREAS, Eau Claire County, a Wisconsin quasi-municipal corporation, is the proprietor of the Eau Claire County Exposition Center, located at 5530 Fairview Dr, Eau Claire Wisconsin; and

WHEREAS, Eau Claire County, hereinafter referred to as the "County" and **Eau Claire County Fair Committee**, hereinafter referred to as the "Lessee" do hereby enter into this agreement, dated this 5th day **January 2017**, for the purposes hereinafter described.

THEREFORE, the following terms and conditions shall govern this lease agreement:

1. The County does hereby lease to the Lessee the portion of the premises as described herein, for and during the dates and times as specified herein.
2. The Lessee agrees to pay to the County rent in the amount as listed herein. The Lessee further agrees that a security deposit of 20% of the total contract price or \$100 minimum is due within 30 days of the writing of the contract to be applied against any damages to the said premises which arise during the term of the lease and which do not constitute ordinary wear and tear. Within 90 days of the event, one-half of the total rental fees are due, with the remaining balance due 30 days prior to the event. Rental of the facility less than 30 days from the event requires full rent and security deposit at the time the contract is written. Upon surrender of the leasehold, an agent of the County shall inspect the premises and the security deposit shall be returned less the cost of any damages. Damages that exceed the total amount of the security deposit shall be assessed against the Lessee.
3. **Use of Premises:** The Lessee shall utilize the described premises for the specific purpose as stated herein and for no other or any unlawful purpose whatsoever.
4. **Uses not Listed and Prohibited:** Any use of equipment or facilities not specifically listed in this lease, or use of the premises on dates or times not listed in the lease is prohibited. Additional uses of facilities or equipment shall be at the discretion of the County and will result in additional charges.
5. **Personal Property:** The Lessee shall not remove any personal property or fixtures owned by the County from the described premises during or at the conclusion of this leasehold without prior written consent of the County.
6. **Redecorations or Alterations:** The Lessee shall not redecorate, alter, or in any other way change the nature of the premises, which are the subject of this lease agreement.
7. **Care of Premises:** The Lessee agrees to keep the premises in good repair and reasonably clean at Lessee's own expense, to maintain in good repair all equipment, fixtures, and other leased personal property and to return the same to the County, repairing or replacing all broken or missing articles. The County shall have the right to inspect the premises at all reasonable times and if the Lessee fails to keep the premises in reasonably clean condition, the County may clean the premises and charge the cost to the Lessee.
8. **Heat and Utilities:** The cost of all utilities (applicable to normal use of each building) used by the Lessee is included in the rent. Utility charges may be determined prior to an event and charged by agreement.
9. **Removal of Fixtures and Personal Property:** Upon the termination of the agreement or any renewal, the Lessee may remove any fixtures or personal property owned and placed upon the premises by Lessee other than fixtures installed to replace those presently on the premises. The Lessee further understands that in the use of the premises, no signs, billboards, or notices of any type shall be affixed to the exterior of the buildings situated on the Exposition Center grounds. With respect to affixing signs or other notices on the interior of any structure subject to this lease agreement, the Lessee shall use only staples, tacks, or masking tape to erect the same.
10. **Destruction of Premises:** In the event that the premises shall be rendered wholly unfit for use by fire or other casualty, the County may, at its opinion, repair the said premises within a reasonable time. In the event that the premises is rendered wholly unfit for use by the Lessee, the Lessee has the option of vacating the premises during the period of repair, during which period and until the premises is again ready for occupancy no rent shall accrue or, in the alternative, may consider the lease agreement to have terminated.

In the event the premises should be rendered partially unfit for use by fire or other casualty, the Lessee may vacate the premises unless the County proceeds promptly to repair or eliminate the conditions which constitutes a health hazard if inconvenience to him by reason of the nature and period of repair would impose undue hardship. If the County proceeds to repair the premises and the Lessee remains in possession, rent shall abate to the extent that the Lessee is deprived of the full normal use of the premises. This paragraph shall not apply to any damage or condition occasioned by the negligence or improper use of the premises by the Lessee.

11. **Alcoholic Beverages:** Alcoholic beverages are allowed on the premises in accordance with Wis. Stat. Ch. 125, Section 9.08.020 and ordinances of the city of Eau Claire.
12. **Assignment of Lease:** This lease shall not be assigned nor any part of the premises sublet by the Lessee without the written consent of the County.
13. **Entry by County:** The County may at any and all reasonable times enter the premises to view the same or to exhibit the same to subsequent tenants or purchasers.
14. **Termination of Lease by County:** If default is made in the payment of rent, at the times stated within, or if the Lessee shall break any of the covenants and agreements contained herein, or shall willfully or maliciously do injury to the premises, or shall file a petition in bankruptcy or have an involuntary petition in bankruptcy filed against Lessee, or make an assignment for the benefit of creditors, the County and its agents shall have the right to any time thereafter, without notice, to declare this lease void and the term herein contained ended, and may re-enter the premises and expel the Lessee, using such force as may be necessary without prejudice to any of the remedies which the County may have to collect arrears of rent.
15. **Receipt of Written Notice of Cancellation:** Any cancellation will result in forfeiture of the security deposit. Cancellations between 90 days and 30 days will result in forfeiture of 50% of the rental fee paid, unless fully re-rented. Cancellations of 30 days or less will result in loss of all rental fees, unless fully re-rented.
16. **Use of Common Areas:** The premises subject to this lease agreement constitute only a portion of the grounds and the structure situated thereupon commonly known as the Exposition Center. The Lessee hereby understands that, with respect to parking areas, hallways, and other common areas such as restrooms, Lessee shall have the right to co-equal right to utilize the same, along with other tenants of the County its, agents, and employees, invites and licensees. It is further understood that the Lessee shall not exert physical dominion over such common areas, to the exclusion of other persons, except with the express written consent of the County.
17. **Use of Equipment:** With respect to equipment owned by the County, which is situated upon the described premises or common areas appurtenant thereto, Lessee shall not in any way utilize the same without the express written consent of the County, attached hereto and incorporated within this agreement as an addendum or mutually agreed upon modification hereof.
18. **Insurance:** The County shall not assume any responsibility as and for acts of defaults of the Lessee committed during the course of this occupancy of the premises which may result in any cause of action, liability, or damages as and for property damage or personal injuries to the Lessee or any other party or parties utilizing any portion of the Exposition Center. Lessee shall carry sufficient liability insurance so as to cover Lessee's exposure to liability as a result of property damage or personal injury, whether sustained by Lessee or others. Such liability insurance shall be in a minimum amount of \$300,000. The insurance must be with a company licensed to do business in Wisconsin and certification of such insurance shall be submitted to the County seven days prior to the event and approved by the County prior to occupancy by the Lessee.
19. **Surrender of Premises:** The Lessee agrees that at the time of termination of the written lease or any renewal thereof, Lessee will quietly and promptly yield and surrender the premises to the County in as good condition of repair as when taken by Lessee, reasonable wear and tear and damage by the elements alone excepted.
20. **Guidelines:** The Lessee shall comply with the Exposition Center Lease Guidelines, which are attached to and hereby fully incorporated into and made a part of this agreement.
21. **Conceal & Carry Ordinance:** Both parties acknowledge and agree that Eau Claire County Ordinance 9.46.010 prohibits persons other than persons exempted by Eau Claire County Ordinance 9.46.080 (i.e. law enforcement officers) from possessing, carrying or bearing any firearm or weapon within county-owned buildings. Lessee agrees that said prohibition shall be in full force and effect during the lease term and shall pertain to all persons entering the leased premises. Lessee agrees to promptly report any violation of this

prohibition to law enforcement personnel. The County agrees to sign the leased premises so as to give reasonable notice of the weapons restriction to all persons entering the leased premises.

22. **Natural or Man-Made Disaster:** The county may cancel the event in case of a natural or man-made disaster requiring emergency use of the facilities. In such case the County will issue a full refund.

The covenants herein contained shall bind the parties mutually, and their respective heirs, administrators, executors and assigns and the breach of any of the within conditions shall at the option of the County void the entire lease agreement.

Lessee: **Debbie Kitchen** DBA: **Chair – Eau Claire County Fair Committee** Address: **227 1st Street W, Altoona WI 54720**

Telephone: **715-579-4703** Term of Lease: **July 23-31 2017**

Event: **Eau Claire County Fair** Description of Leased Premises: **All Buildings and Grounds**

Rental Charges: Amount Date Memo

Buildings:	\$ 16,800.00		All building and grounds
Grounds:	\$ Included		All buildings and grounds
Equipment:	\$ Included		
Miscellaneous Charges:	\$		
	\$		
	\$		
Sub-Total	\$ 16,800.00		
Non-Profit Discount (20%)	\$ 3,360.00		
Sub-Total	\$ 13,440.00		
Additional Discount:	\$ 8,960.00		Per addendum #1 agreement
Sub-Total	\$ 4,480.00		
Refundable Deposit:	\$ 896.00		20% of total contract (\$100 minimum)
Sales Tax:	exempt		Equipment only
Grand Total	\$ 5,376.00		<i>TOTAL CONTRACT DISCOUNT \$11,424.00</i>
Amount Retained	\$		
Deposit Refund Amount	\$		

Contract Notes:

- In accordance with addendum #1 staff will provide one setup each morning. Additional setups will be charged at the hourly rate of \$22 per hour / per staff person.
- All refuse removed and grounds cleaning is provided by Lessee during contract period.
- Access to electrical rooms/panels is limited to County Employees or to those individuals designated by County staff.
- Any changes to the terms stated in the contract may incur additional charges.

GUIDELINES FOR USE OF EXPOSITION CENTER FACILITIES

1. **Keys:** Arrangements for picking up and returning keys for the use of the facility are to be made with the director. The building must be locked when you leave.
2. **Equipment/Setup:** Equipment you require will be put in the building prior to your event. Expo staff will provide one initial set-up of tables and chairs. Requested changes to initial set-up will incur additional charges. Set-up arrangement should be made with the Director at least two weeks prior to your event. Tables and chairs will have to be cleaned after event. You will be liable for all damages to equipment. Damage to equipment or equipment that does not function properly should be reported promptly to Expo personnel.
3. **Refuse:** Cleanup of the building and grounds is required. You are responsible for removal of all refuse from buildings and grounds. Refuse must be placed in the designated areas/dumpsters as necessary and at the completion of the event. Refuse generation will be determined prior to an event and charged as agreed upon. If personnel must clean up after you, a charge of \$20 per person per hour will be charged to you or against your deposit.
4. **Signage:** Placement of private signs on the rights-of-way of any public highway is a violation of state law and is subject to citation. Illegal signs observed by county highway crews will be removed and destroyed. Check with the Director before placing signs.
5. **Pets:** The exhibit building is used for banquets where food and drinks are served, so cleanliness is a must in this building. The exhibit building is not to be used for events hygienically incompatible with its regular use. Pets are not allowed in the meeting room area of the main Exhibit Building. Pets are not allowed on the grounds unless participating in approved events. Pets are the full responsibility of their owners at such events.
6. **Alcohol/Food Service:** The Director must be consulted regarding an event planning to use alcoholic beverages or food service. The City of Eau Claire requires certain licenses for these activities. For further information, contact the Director or the Eau Claire City/County Health Department. All required permits or licenses must be presented to the director before your event.
7. **Kitchen:** Our kitchen meets City/County Health Department specifications. Use of the kitchen, if included in your lease, includes use refrigerators stove/oven and cooler. The Expo Center does not provide dishes, silverware, dish clothes or dish towels. Kitchen must be cleaned at the end of your event, including but not limited to, cleaning all surfaces, sweeping and mopping the floor.
8. **Concession Stand:** No food preparation may be done in the concession stand. For questions or permitted uses, please see the Director.
9. **Camping:** Use of the campgrounds at the Expo Center is for self-contained units only. Camping fees must be paid in advance of first nights use. Electrical fees will be charged when occupying an electrical site, whether the electricity is used or not.
10. **Security:** Security personnel arrangements may be made with the Eau Claire Police Department, the Eau Claire County Sheriff's Department, or any private security firm. Please make these details available to the director.
11. **Tents:** All tents and large canopies used for an event must have no smoking signs and an approved fire extinguisher and must have a qualified city permit. Violations will be subject to closing and removal. All outdoor uses of extension cords must utilize GFI outlets and plugs in accordance with city and state codes. It is the responsibility of the event holder to make arrangements with the Director to have Diggers' Hotline locate underground lines prior to their event and to employ a licensed electrician if required by Exposition Center management.



Event listing for Website

The Exposition Center has a new website. We would like to list your event on our website calendar and our Facebook page. We have the ability to link to your homepage or Facebook page. Please complete the following information as it is to appear on our website calendar and submit with your signed contract.

The Expo Center website address is <http://www.expoцентerec.com>

The Expo Center Facebook page is: [facebook.com/EauClaireExpoCenter](https://www.facebook.com/EauClaireExpoCenter)

Please visit both our sites and like us on Facebook.

Name of Event: _____

Event Sponsor: _____

Describe Event: (Use back of page for more space if needed)

Date(s) of Event: _____

Time(s) of Event: _____

Event is: Open to the Public _____ Private Event _____

Admission Fees: (explain)

Website Address: _____

Facebook Address: _____

Contact Information:

Contact Person(s): _____

Phone Number(s): _____

E-mail Address: _____

Fax Number: _____

Any further information you would like listed:

**ADDENDUM NO. #1
TO
LEASE AGREEMENT #2017-14
EAU CLAIRE COUNTY FAIR COMMITTEE**

Eau Claire County, a Wisconsin quasi-municipal corporation, as proprietor of the Eau Claire County Exposition Center (“County”) located at 5530 Fairview Drive, Eau Claire, Wisconsin; and Eau Claire County Fair Committee, located at 227 1st Street W, Altoona, Wisconsin, 54720 (“Lessee”) referred to in the above-named Agreement, upon mutual consideration hereby amended “Lease Agreement #2017-14” in the following particular to read as follows:

1. The Lessee will be charged one-third of the non-profit rate listed in section 16.33.020 of the County Code, herein referred to as Eau Claire County Fair rates.
2. The lease dates for the 2017 Eau Claire County Fair are as indicated on Addendum #2 and are hereby attached and made part of Contract #2017-14. The event must be torn down before August 1, 2017.
3. The Lessee will not be charged for use of County owned equipment (tables, bleachers, stages, gates etc.). The Lessee is responsible for moving all 4-H/Fair owned equipment. The county will not be held responsible for damage or loss of 4-H/Fair equipment.
4. The Lessee and fair goers may not use county equipment that is not in the contract including but not limited to: vehicles, skid steers, chain saws, mowers, etc. Individuals designated by the Lessee may use personal equipment if they notify Exposition Center Management and follow county policies regarding indemnity and safety regulations. The Lessee may not move county equipment with personal vehicles.
5. Included in the contract pricing is the initial set-up of the grounds and buildings. Each day of the fair, county staff will stage the buildings and the grounds one time. The Lessee is responsible for any additional set-up or clean-up during the event. If the Lessee wants county labor or tech support beyond normal set up, these costs will be added to the contract and purchased at the Eau Claire County Fair rates.
6. The Lessee is responsible for all waste and manure removal and costs.
7. The Lessee will provide the county with a complete listing of county equipment needed during the fair and a master plan for event staging by June 18, 2017. The master plan will include dates, event times, County equipment needed and contact information for the responsible event supervisor and /or fair committee member.

8. By **June 18, 2017**, Exposition Center management will be notified of all activities associated with the fair including races, outside vendors, entertainment, rentals, etc. All regulations pertaining to vendors will apply, including appropriate licensing, insurance, applications and permits.
9. The County insurance will cover Fair volunteers as agents of the County **only** when performing Extension approved programming.
10. Either party can cancel this contract with a 60 day notice.
11. Upon mutual agreement, automatic renewal of this contract for the following year will begin within 60 days of the event and dates will be reserved.
12. Rates are subject to change based on county code rate changes and Lessee event schedules (more or less time demanded by the Lessee).
13. The Lessee can only store 4-H/Fair owned equipment in their designated storage space.

**EAU CLAIRE COUNTY
(COUNTY)**

**EAU CLAIRE COUNTY FAIR COMMITTEE
(LESSEE)**

BY: _____

Clint Beaufeaux
Agent of the County

BY: _____

Debbie Kitchen
Chairperson

(Date)

(Date)

ADDENDUM #2

to

LEASE AGREEMENT #2017-14

FAIR SET-UP DATES							
Date	Day	Time	Buildin	Reg. Rate	NP Rate	Fair Rate	Savings
7/24/201	Monda	All	All buildings/grounds	\$ 1,200.0	\$ 960.0	\$ 320.0	\$ 880.0
7/25/201	Tuesda	All	All buildings/grounds	\$ 1,200.0	\$ 960.0	\$ 320.0	\$ 880.0
				\$ 2,400.0	\$ 1,920.0	\$ 640.0	\$ 1,760.0

FAIR EVENT							
Date	Day	Time	Buildin	Reg. Rate	NP Rate	Fair Rate	Savings
7/23/201	Sunda	All	Building E	\$ 700.0	\$ 560.0	\$ 186.6	\$ 513.3
7/26/201	Wednesda	All	All buildings/grounds	\$ 2,500.0	\$ 2,000.00	\$ 666.6	\$ 1,833.3
7/27/201	Thursda	All	All buildings/grounds	\$ 2,500.0	\$ 2,000.00	\$ 666.6	\$ 1,833.3
7/28/201	Friday	All	All buildings/grounds	\$ 2,500.0	\$ 2,000.00	\$ 666.6	\$ 1,833.3
7/29/201	Saturda	All	All buildings/grounds	\$ 2,500.0	\$ 2,000.00	\$ 666.6	\$ 1,833.3
7/30/201	Sunda	All	All buildings/grounds	\$ 2,500.0	\$ 2,000.00	\$ 666.6	\$ 1,833.3
				\$13,200.0	\$10,560.0	\$3,520.0	\$ 9,680.0

FAIR TEAR-DOWN DATES							
Date	Day	Time		Reg. Rate	NP Rate	FOE Rate	Savings
7/31/201	Monda	All	All buildings/grounds	\$ 1,200.0	\$ 960.0	\$ 320.0	\$ 880.0
				\$ 1,200.0	\$ 960.0	\$ 320.0	\$ 880.0
				\$16,800.0	\$13,440.0	\$4,480.0	\$12,320.0
					20%	\$ 896.0	
				Total Contract Payment \$5,376.0			

EAU CLAIRE COUNTY	EAU CLAIRE COUNTY FAIR COMMITTEE
(COUNTY)	(LESSEE)

BY: _____

BY: _____

Clint Beaufeaux
Agent of the County

Debbie Kitchen
Chairperson

(Date)

(Date)