



VAN BUREN AGRICULTURAL ASSOCIATION FACILITY RENTAL CHECKLIST

Van Buren Ag. Assn. will provide the following:

1. Tables and Chairs
2. Garbage cans and bags
3. Dumpster for garbage
4. Cleaning supplies
5. A clean facility

Renter Responsibilities:

1. Make full payment for the facility two (2) weeks prior to the event.
2. Set up the tables and chairs for their event.
3. Take down tables and chairs and put where they were found.
4. Do not use any tape on the walls, trim, or doors.
5. Do not remove any wall signs or decorations placed by the Fair View Barn Facility
6. Any large pieces brought into the Fair View Barn facility, will be taken in and out through the large garage door on west side.
7. All caterers and food will enter through the south kitchen door and not the main entry.
8. Remove all garbage from the building and place in provided dumpster.
9. Sweep all floors used.
10. Clean up any and all spills including and not limited to all types of liquid.
11. Wipe down countertops used.
12. Take entry rugs outside and shake off any mud/dirt.
13. Report any damage to the Van Buren Agricultural Association contact.

Van Buren Ag. Assn. Is Not Responsible for

1. Cleaning up after your event.
2. Removing your garbage from the building.
3. Setting up your tables and chairs.
4. Putting away your tables and chairs.