



2025

**AGREEMENT FOR RENTAL OR USE OF THE  
ALPENA COUNTY FAIRGROUNDS**

I. \_\_\_\_\_  
(Name of Person or Organization)

do hereby apply to rent the following zone(s) of the Alpena County Fairgrounds:

\_\_\_\_\_ Merchant's Building (North Half) – No Animals Allowed in Merchant's Building  
\_\_\_\_\_ Trailer Parking-Campsites  
\_\_\_\_\_ Grandstand/Racetrack Area/Lower Level of Grandstand  
\_\_\_\_\_ Arena – Horse Barn with Stalls (Draft Horse Barn-not available)  
\_\_\_\_\_ Cattle Barn  
\_\_\_\_\_ Swine Barn  
\_\_\_\_\_ Sheep Barn  
\_\_\_\_\_ Not available – 2 Poultry Barns  
\_\_\_\_\_ Not available – Park

4-H EVENTS: Open to non-members?  YES  NO (if open event, fees will be charged) \_\_\_\_\_  
Initials \_\_\_\_\_

DATE(S): \_\_\_\_\_

NAME OF EVENT(S): \_\_\_\_\_

Said area(s) shall be used only for the purposes as above specified at a rate of \$ \_\_\_\_\_, which is to be paid to the COUNTY OF ALPENA (100% upon booking the event) in advance of use of said property. The above-named must make a security deposit of \$ \_\_\_\_\_ (see attached fee schedule for deposit rate), which will be refunded if said property or premises are left in satisfactory condition. The above-named will also carry sufficient insurance per item #19 to protect the County of Alpena from any liability for any accident or injury occurring from the result of any activity sponsored by the above named. A ten-dollar (\$10) deposit will be required if keys are checked out for buildings.

It will also be the responsibility of the above-named party or parties or organizations to have this form filled out completely and a copy put on file with the Maintenance Superintendent and will not be an official rental until it is on file, and everything is completed. Also, at the option of the Maintenance Superintendent, an additional two hundred (\$200) deposit may be required on any activity or event held.

**II. The above-named organization (Lessee) further agrees to abide by the following rules in using the Fairgrounds facilities:**

1. Events not listed on face of lease will not be permitted.
2. Permission to be obtained before making any changes to electrical wiring.
3. All wiring changes, temporary or permanent to be made by a licensed electrician with costs to be paid by Lessee. Temporary wiring to be removed after event by a licensed electrician with costs to be paid by the Lessee.
4. Animals must not be tied to fences.
5. Stalls in barns used by Lessee must be cleaned immediately following events. The deposit required is not returnable if stalls are not cleaned satisfactorily.
6. If snow removal is required, a covering of three (3) inches must remain on all areas except roads and parking lots. Remove snow to remain clear of all fences and buildings.
7. Vehicles used in events such as demolition derby must have glass removed before entering the County property.
8. Lessee required to clean up all areas used by them during the lease term
9. Lessee using racetrack at fairgrounds for events will clean track immediately following events.
10. Unauthorized vehicles, horses, and trailers are not permitted in park areas, beach areas, camping areas, the racetrack or its infield.
11. Lessee will be responsible for all labor and materials for damages and clean-up created by events during the term of this lease.
12. Lessee to notify caretaker immediately of any and all damages.
13. All animals on fairgrounds property to be on leash or tether.
14. No ingress/egress fire lane roads may be closed.
15. Premises to always be open to law enforcement and/or inspection and maintenance personnel.
16. Major changes or alterations shall be submitted in writing in advance to the Maintenance Superintendent.
17. If any trailer or temporary vehicle(s) remain(s) at the fairgrounds five days after this lease expires, this group agrees to pay a \$20.00 per day charge for every day the vehicle(s) remain(s) at the fairgrounds.
18. People leasing the arena and holding horse shows or similar events will be responsible for any necessary dust control.
19. A copy of the general liability insurance policy or proof thereof shall be attached to the lease. A telephone number of the company/agent must be included. Family events require limits of \$500,000. Commercial events require limits of \$1,000,000 and County of Alpena named as Additional Insured.
20. Events creating noise must be suppressed prior to 11 p.m. with the grounds to be cleared prior to 12 a.m.
21. Adequate security should be provided by a bonded security company to patrol the area and to prevent damage to Alpena County Fairgrounds property, buildings, or vehicles.
22. Noise level on Eleventh Street must not exceed 90 decibels.
23. Campers leasing sites prior to events must be admitted to camping site without charge.

24. Any individual or organization using a lunch wagon or selling food must have a permit from the Health Department and insurance covering food service. (A copy of the permit and insurance must be attached to the lease.)
25. Alpena County will not be liable for any injuries or accidents to any animals while on the fairground's property. Also, we will not be responsible for any diseased animals and if found to be diseased, animals must be removed immediately.
26. I am allowing the following groups to sell food/beverages in accordance with my scheduled events:

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I will be responsible for collecting their insurance stating food coverage and a copy of their health permit or my organization will provide a health permit, and our insurance will state it covers food. In the event that I do not follow the above instructions and have all necessary paperwork turned into the Maintenance Superintendent two weeks prior to the event, I understand that that the event is subject to cancellation and no refunds will be issued.

27. Everything must be cleaned immediately. Lessee will be responsible for refuse disposal.

### III.

- Will you have commercial vendors or persons selling items other than the non-profit organization holding this event? \_\_\_\_\_ YES (if so, the rate will be commercial) \_\_\_\_\_ NO
- Is food going to be sold on the grounds? \_\_\_\_\_ YES \_\_\_\_\_ NO
- Are you providing alcoholic beverages at this event? \_\_\_\_\_ YES \_\_\_\_\_ NO

Family events require \$500,000 coverage on Personal Liability, including Host Liquor Liability and the County named as Additional Insured. You may obtain a specific coverage, or your homeowner's policy may provide coverage. Check with your agent. Proof of coverage must be attached to the lease.

Commercial Events – If no charge for liquor being made, General Liability Coverage must include Host Liquor Liability coverage. County must be named as Additional Insured. Limits of \$1,000,000 required. If a charge is made for alcohol, or is included in cost of admission, General Liability must include Liquor Liability with limits of \$1,000,000 and County named as Additional Insured. Separate policies are acceptable. Proof of coverage must be attached to lease.

“The Lessee agrees to protect, defend, indemnify and hold the County of Alpena and its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to arsenal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Lessee further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.”

X \_\_\_\_\_ (initials)

### **ELECTRICITY USAGE AND SURGE PROTECTORS**

Leaseholder represents and warrants to the Alpena County Fairgrounds that no electricity from or provided by the Alpena County Fairgrounds will be utilized by the leaseholder (or any of the leaseholder's family members, employees, agents, or other persons) for the leaseholder's camping equipment, trailer, or other items unless each such item has a surge protector capable of protecting all such items, and that such surge protector or protectors are in good working order and of the type

sufficient to prevent damage, fire, or other calamity. Leaseholder agrees, on behalf of itself (as well as its family and invitees) that it utilizes any electricity supplied from or by the Alpena County Fairgrounds at leaseholder's own risk and that leaseholder waives any and all claims, causes of action, damages, and the like against Alpena County Fairgrounds (as well as its officials, officers, employees, and agents) arising out of or related to leaseholder's use of any electricity supplied by or from the Alpena County Fairgrounds. Furthermore, leaseholder hereby agrees to reimburse, indemnify, and hold the Alpena County Fairgrounds harmless (as well as its officials, officers, employees, and agents) from, for, and against any and all damages, causes of action, attorney fees, costs, and expenses arising out of or related to leaseholder's use of any electricity provided from or by the Alpena County Fairgrounds. Leaseholder represents and warrants that it will use the utmost care and reasonable procedures when utilizing electricity provided for or from the Alpena County Fairgrounds.

X \_\_\_\_\_ (initials)

I HAVE HEREBY READ AND AGREE TO THE TERMS OF THIS LEASE:

Organization: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**IV.** This Rental Agreement has been inspected by me, the rent has been paid and the insurance coverage checked and found to be in proper order. I, therefore, authorize the above-named party, parties, organization or organizations to use the above-named on the above-mentioned dates, under supervision of the Maintenance Superintendent, the Fairground's Caretaker or any assigned representative of the County of Alpena

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Date

Alpena County Maintenance Superintendent

A copy is to be given to the organization, and the original is to remain in the Maintenance Superintendent's Office.

#### **INSURANCE REQUIREMENTS FOR USES OF COUNTY-OWNED PROPERTY**

All users of County-owned property to furnish the County of Alpena an insurance certificate or policy of insurance providing:

1. Limits of liability for non-commercial events require coverage of \$500,000.
2. Limits of liability for commercial events require coverage of \$1,000,000.
3. The County of Alpena as an additional named insured is required for commercial events.
4. A detailed itemized statement of any policy conditions, limitations or exclusions which modify the coverage in the State of Michigan.
5. Coverage in an insurance company acceptable to the County of Alpena.

#### **FAIRGROUNDS RENTAL LEASE FEES**

##### **Merchant's Building**

Summer (May 15 – October 15)	\$250 per day (12 a.m. – 12 p.m.)
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Winter (October 16 – May 14) \$350 per day (12 a.m. – 12 p.m.)

Additional \$100 per day for use of kitchen

Security Deposit of fifty dollars (\$50) required to reserve date – to be applied to rental fees.

Usage of the Merchant's Building will require a security deposit of fifty dollars (\$50) for non-commercial events and a one hundred fifty-dollar (\$150) deposit from commercial events.

### **Trailer Parking – Campsites**

- 1-69 campsites - \$30 per site
- Weekly campsite - \$175 per site per week
- Monthly campsite - \$600 per site per month

(The above fee schedule applies for groups that may rent the fairgrounds) Permit for additional campsites and meet all requirements of the permit.

- Seasonal campsite - \$1,600 (power only)
- Dump station fees - \$10.00 for non-campers per use
- Shower fee - \$5.00 for non-campers per use
- Disposal of Garbage \$5.00 for non-campers per use

Groups/caravans of 50 or more may use the Merchant's Building, if available, for \$50 per day.

No discounts for groups/caravans.

- Online Booking Fee of \$5.00

If additional sites are added to reservation, additional permits needed and must meet all requires of the original permit.

**\*\*Seasonal Campers (Alpena County Residents Only) – Veterans or a Seniors Discount (age 65+) of \$50, but cannot take both discounts, and need to show proof when signing in at the Park Office.**

### **Grandstand/Racetrack Area**

\$350 per day Nonprofit (any person/organization not charging admittance to the grounds)

\$500 per day Commercial (any person/organization using the grounds for a fundraiser/or to make money)

\$100 per day Setup

\$500 Cleanup Deposit for this area

\$50 per day for Lower Level of the Grandstand

Security Deposit of fifty dollars (\$50) required to reserve date – to be applied to rental fees.

### **Arena**

\$60 per day + \$50 Deposit (\$110)

- Draft Horse Barn not available

- Poultry Barn not available
- Horse Barn (Between May 15<sup>th</sup> and August 10<sup>th</sup> – subject to availability)  
with stalls - \$60 per day + \$50 Deposit (\$110)
- Cattle Barn (Between May 15<sup>th</sup> and August 10<sup>th</sup> – subject to availability)  
\$70 per day + \$50 Deposit (\$120)
- Swine Barn (Between May 15<sup>th</sup> and August 10<sup>th</sup> - subject to availability)  
\$70 per day + \$50 Deposit (\$120)
- Sheep Barn (Between May 15<sup>th</sup> and August 10<sup>th</sup> – subject to availability)  
\$70 per day + \$50 Deposit (\$120)

### **Indoor Winter Storage**

\$2.50 per square foot

### **Park/Playground/Open Spaces**

Not available for rent/reservation, but campsites are available.

### **NOTE:**

- No dates will be reserved without deposit payment.
- Full payment required at the time of check-in.
- Deposit will be applied to rental fees.
- All reservations require a minimum of a one-night deposit, with a two-night deposit required for all holiday stays.
- Alpena County has a no refund policy.
- If a cancellation becomes necessary, any deposits may be applied toward a future stay within the same camping season.

### **NO REFUNDS FOR CANCELLATION.**