



# Masters' Building

## Community Building Rental Agreement

Wyandot County Fair

P.O. Box 3

Upper Sandusky, Ohio 43351

Phone: 419-294-4320

Email: [wyandotmastersbuilding@gmail.com](mailto:wyandotmastersbuilding@gmail.com)

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Revised November 2025

Willis & Irene Masters

Date of Agreement \_\_\_\_\_

by and between the Wyandot County Agricultural Society of Upper Sandusky, Ohio hereinafter and:

Name/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Purpose: \_\_\_\_\_

Address: \_\_\_\_\_ Rental Date: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Rental Time: \_\_\_\_\_

THE SOCIETY AGREES TO RENT TO THE ABOVE-NAMED RENTER THE MASTERS BUILDING FOR THE LISTED DAILY FEE:

- \_\_\_\_\_ \$300 Security Deposit Due with returned signed contract
- \_\_\_\_\_ \$1,250 per event; Rental for Friday or Saturday. 8a.m. – 12a.m. (building must be vacated by 1a.m.)
- \_\_\_\_\_ \$400 per event; Rental for Sunday through Thursday. 8a.m. – 12a.m. (building must be vacated by 1a.m.)
- \_\_\_\_\_ \$1,250 per event; Rental for Holidays 8a.m. – 12a.m. (building must be vacated by 1a.m.) Christmas Eve/Day, Thanksgiving, New Year's Eve/Day, etc.
- \_\_\_\_\_ \$300 per event; Decorate the day before 8a.m.-6p.m., if available
- \_\_\_\_\_ \$200 per event; Rehearsal Dinner or Rehearsal day before 6p.m.– 9p.m.
- \_\_\_\_\_ \$200 per event; To Clean up the day after your event 8a.m.-6p.m. if available
- \_\_\_\_\_ \$20 per event; To have 2 Days unlimited WIFI
- \_\_\_\_\_ \$200 per event for Stage Removal
- \_\_\_\_\_ Total

Use of the digital sign out front (1 free slide for the day of the event): ☐ NO ☐ YES

Deposit \_\_\_\_\_ Date \_\_\_\_\_ Balance Due \_\_\_\_\_

Payment \_\_\_\_\_ Date \_\_\_\_\_ Balance Due \_\_\_\_\_

Payment \_\_\_\_\_ Date \_\_\_\_\_ Balance Due \_\_\_\_\_

Payment \_\_\_\_\_ Date \_\_\_\_\_ Balance Due \_\_\_\_\_

**All Rent is Due 60 Days prior to Rental Date.**

**A \$50 late fee will be added & \$5/day until balance & late fees are paid.**

**Security Deposit is non-refundable if event is cancelled.**

**If canceled within 30-60 days of the event, 1/2 of the rent money is nonrefundable. If canceled within 30 days of event, all monies are nonrefundable. This agreement may be voided by either party providing a sixty (60) day written notice given prior to the event.**

- The Renter shall use and occupy the space described for the purpose as stated above. No other part of the fairgrounds shall be used without prior written consent.
- The Renter shall ensure that all access doors are securely locked at the conclusion of the rental period. The Renter is responsible for maintaining the security of the premises during the event and upon departure. Failure to lock doors may result in additional security fees or liability for any resulting loss or damage.
- The Renter shall use the leased space at their SOLE Risk. The Society shall not be responsible for any destruction, damage, or deterioration of the Renter's property from any loss, damage, or injury of other persons, and from all costs and expenses arising from any claims.
- The Renter shall PROVIDE to the Society a CERTIFICATE OF LIABILITY INSURANCE COVERAGE (Minimum of 1 million) for any claims of damage arising out of the Renter's activities at the Wyandot County Fairgrounds. Renter shall indemnify and hold harmless The Wyandot County Agricultural Society from all liability, loss, damage, injury, or any and all other claims resulting from Renter's use of the Masters Building, including costs and attorney fees.
- The Renter shall not assign nor sublet this agreement to any person, partnership, or corporation.
- The Renter shall COMPLY with and observe all state, federal and local laws.
- The Masters Building is a **non-smoking facility** in compliance with the Ohio Health Regulations.
- Anyone using the building may serve alcoholic beverages; however, alcoholic beverages cannot be served to or consumed by minors. **Alcoholic beverages cannot be sold on the premises without proper permits**, nor can they be consumed outside the building.
- No illegal drugs or drug related items will be allowed on the premises.
- **No pets are permitted on premises.**
- The building may only be occupied during the times (listed above) that the renter has paid for. unless prior written consent is requested by the Renter and granted by the Society. (if not vacated by stated times the deposit will be not be refunded)
- NO VEHICLES are to enter the Masters Building unless prior written consent in requested by the Renter and granted by the Society.
- Renter agrees to provide the Society with a security deposit of \$300 upon return of signed contract. Said deposit shall be held by Society following the event, and provided that no damage has occurred, the building and grounds are left in the same condition they were found, and all rules are upheld the deposit will be returned. **In the event that the Masters Building required repair, maintenance or cleaning as a result of Renter's use of the Masters Building, the security deposit will be reduced accordingly, and a written statement of charges will be provided to Renter by the Society within 60 days.**
- The Renter shall not remove permanent fixtures, furnishings, or any item found in the Masters Building that is property of the Wyandot County Agricultural Society, including but not limited to tables, chairs, flags, brooms, etc.
- Set up of tables and chairs shall be the responsibility of the renter. The renter is responsible for returning the building and its premises to its original state. Refuse must be placed in proper outside trash receptacles. All floors of building are to be swept, all liquid spills mopped, and all tables and chairs cleaned. **No dragging of tables and chairs across floors.**
- No nails, tacks, tape or any fasteners, including posters, signs and streamers may be attached to the walls, ceiling and floors. Bunsen burners are permitted for warming trays of food. Burning of candles is permitted in an appropriate container. No other open flames are permitted in or on the premises. Kitchen prep area is not for cooking; only serving.
- **Decorating must be complete by 6:00pm the day before if elected. Additional charge of \$200 for rehearsal and/or rehearsal dinner from 6:00pm – 9:00pm**
- VIOLATION of any of the above conditions may result in charges filed in an appropriate court of law, this agreement being terminated immediately, and/or future rental privileges and/or contracts be voided.

**I have read, understand, and agree to abide by the terms of the Masters Building Rental agreement and agree to all terms and conditions**

\_\_\_\_\_  
(Renter Signature)

\_\_\_\_\_  
(Society Signature)

**Please submit all payments or insurance certificates to (please include name and date of event)**

Wyandot County Fair

P.O. Box 3

Upper Sandusky, OH 43351

Will Alcohol Be Served Yes \_\_\_\_\_ No \_\_\_\_\_

Alcohol Sold Yes \_\_\_\_\_ No \_\_\_\_\_