

Cowley County 4-H Food Stand – Winfield, KS Fair Grounds

Name/Purpose of Event _____ Date(s) of Event: _____

Actual time event takes place _____

Contact Person: _____ Phone number: _____

Organization/Group (if applicable) _____

E-mail: _____

Address: _____

Liability insurance is provided by what company _____
(Attach certificate of liability)

This application is made with full understanding of the General Regulations on the use of Cowley County 4-H Food Stand listed below.

Name/Organization _____ agree(s) to assume responsibility for care of the facility and agrees to pay for any damages to the facility, beyond normal wear, related to its use of the facility. In addition, I/we agree to assume responsibility to ensure that tobacco, un-prescribed controlled substances, and alcoholic beverages are not consumed, sold, or stored in the 4-H Food Stand.

The 4-H Food Stand Committee and 4-H Council are responsible for the upkeep of the 4-H Food Stand. They make improvements, pay bills for the 4-H Food stand and are responsible for the leasing of the facility. The leasing will be handled through K-State Research and Extension Cowley County, 311 E 9th, Winfield KS. 67156, 620-221-5450. A key (or key code) will be provided for temporary use.

Groups/entities not affiliated with Cowley County 4-H are only eligible to request the 4-H Food Stand 6 months or less in advance of the event date. Usage preference is given to youth or youth serving entities.

Consumable supplies (paper goods, condiments, etc.) are **not included in the reservation**. Exception - paper towels, toilet paper, soap. Cowley County Extension, 4-H Council, and affiliate groups will have designated areas for long term storage (and are not to be disturbed by other users).

Tables, chairs, and other equipment are not to be removed from the building.

A walk-through inspection will be conducted at the beginning and end of the lease. It is expected that the building will be left in a clean condition, including bathroom, floors, and appliances.

Incubator kitchen use: \$25 application fee & \$100 cleaning & security deposit (one time); \$25 for 6 hours; \$50 for 7-24 hours per day. 4-H Council reserves the right to modify the incubator agreement during pilot phase of 2025 (limited to 6 users).

For-Profit use: \$25 application fee, \$250 cleaning & security deposit; \$150/day (24-hour period)

Non-profit use: no application fee, \$50 cleaning deposit; \$25/day (24-hour period)

If a multi-day reservation, the group/contact will be invoiced the actual cost of utility fee (over \$25). All groups will be assessed a \$50 maintenance fee for ice machine, grill, fryer, and/or other specialty equipment (each).

Office use - date received:

Form updated 1/20/2025.