

Corral Renters Requirements

2017

IMPORTANT INFORMATION

This list is for your information; failure to comply may prevent use of facility.

Application: Complete the rental application and return to the Fairgrounds Office.

Booking Fee: \$100 non-refundable booking fee must accompany all rental applications. This will be credited towards your total rental amount.

Lease Agreement: Upon receipt of the rental application and the reservation deposit, the Fairgrounds Office will prepare and send you a Lease Agreement. **Sign and return the Agreement within 10 days to the Fairgrounds Office to hold your date.**

Insurance: You must have \$1,000,000 limit liability Insurance and the fairgrounds must be listed on your policy as additionally insured for the day of your event. **If alcohol is served your insurance must also include liquor liability. The Certificate of Insurance must be on file with the Fairgrounds Office 30 days prior to your event.** (Your homeowner's insurance agent can help you with this, OR if you need help obtaining a policy for your event contact the Fair Office).

Damage/Security Deposit: \$600 damage/cleaning deposit is required when you pick up the key. Your deposit check will be returned to you 72 hours after your event, providing there is no damage, and you left the building securely locked when leaving. Any work done by the Fairgrounds except for minimum cleaning will be charged at the rate of \$42 per man hour.

Keys: Keys must be obtained on the day prior to your event PROVIDED the Certificate of Insurance and the damage/cleaning deposit have been received by the Fairgrounds. **THERE WILL BE A \$50 LATE FEE FOR KEYS NOT RETURNED THE FIRST BUSINESS DAY FOLLOWING YOUR EVENT. You will be able to access the building the morning of your event unless early set-up has been established in your agreement.**

Concessionaires: If you plan on having concessions at your event, **ALL concessionaires contact information MUST be presented to the Fairgrounds Main Office at least 3 weeks prior to your event. All concessionaires must meet County requirements and be pre-approved by Management.**

Decorations: ONLY Blue Masking Tape can be used to hang decorations. NOTHING may be attached to the ceiling in any manner. You MAY NOT move or attach anything to the room divider. There will be a minimum \$100 fee if any tape, glitter, sequins, gum, string, wire, etc. is left on the floor, wall or ceiling.

Early Set Up Request: A \$50 fee will be required for access to the facility after 5:00 pm the evening prior to your event, PROVIDED THE FACILITY IS AVAILABLE. \$100 fee will be charged for access after 1:00 pm the day before.

Check Doors: Doors to the building must not be blocked open. KEEP DOORS CLOSED. You will be charged a \$50 fee if the doors are not locked after your event.

Security: It is your responsibility to check with the Fairgrounds on what security you will need & if required, submit provided application to Star Plex, working with them to set up security for your event. Anyone serving alcohol is expected to hire security.

Serving Liquor: The Fairgrounds will notify the County Commissioners that you are requesting to serve alcohol on County property.

Selling Liquor: It is your responsibility to contact the state and obtain the necessary papers for liquor sales.

Alcohol consumption is not permitted outside the building