

10-A DAA / TULELAKE-BUTTE VALLEY FAIRGROUNDS

P.O. Box 866, Tulelake, CA 96134 * Phone: 530/667-5312 * Fax: 530/667-3944

FACILITY RENTAL APPLICATION

Updated 1/2010

Thank you for choosing our facilities for your event. Please read this form and Exhibit B carefully. Complete this form and return it to the fairgrounds office for approval. All rates are subject to change without notice.

Name of Renter: _____

Mailing Address: _____

Person to Sign Contract: _____ Contract Phone #: _____

Date of Event: _____ Description of Event: _____

Hours of Event: _____ to _____ Set up Date: _____ Set up Hours: _____ to _____

Attendance: _____ Alcohol Sold? _____ Alcohol Served? _____ Date clean by: _____

Building(s) Requested:

Home Economics Building: Please select from the following:

\$300 Main Hall/Wing/Kitchen \$200 Main Hall/Kitchen \$100 Wing/Kitchen \$50 Kitchen

\$200 Arts & Crafts Building

\$350 Commercial Building (includes use of concession kitchen and one restroom building), NO glass beverage containers allowed.

\$450 Main Exhibit Building (includes use of concession kitchen and one restroom building), NO glass beverage containers allowed.

Additional Rental Fees: Charges below are additional to the Building rental fee and must be paid prior to event.

Monitor Heat: Heat-\$10/per hour used for set-up & event.

Garbage Fees: Each rental will be charged a fee for garbage service. (Rate by attendance level)

\$20 for 100 and under \$30 for 101-500 \$40 for 501-over

Other Facilities Requested:

\$50 Per Food Concession: Food Concession Building Carousel

\$50 Restrooms, per building: Grandstand area Main area Carnival area Livestock area

\$100 Grass Area/Gazebo Area (includes use of one restroom building)

\$100 Livestock Barn (3 available)

Other (Specify) _____ (rates available upon request)

Items Requested:

White Folding Chairs _____ Number requested

30" x 8' Beige Banquet Tables _____ Number requested

60" Beige Round Tables _____ Number requested

(There are more assorted color metal folding chairs(500 available), 3' x 8" wooden tables and 50" grey round tables also available.)

Indoor Stage \$50 (in Home Ec Building, Main Exhibit & Commercial Building only)

Indoor Bar \$25 (in Home Ec Building, Main Exhibit & Commercial Building only)

100-cup Coffee Pot \$ 10/day (2 available)

Gas Barbecue - \$30.00/per day of use

P.A. set up \$150/per day of use

4' x 8' Lattice Panels (for indoor use only @ \$4.00 each) _____ Number requested

Porta-fan - \$25.00/per day of use

Outdoor Items: Stage/\$50 Picnic Tables/\$10 Benches/\$5 P.A./\$150. Lights

Other (specify) _____

Application continued on back

Keys Requested:

_____ Number of key sets.

Insurance Requirements:

The State of California requires every user of a fairground facility to provide liability insurance coverage. You may provide a certificate of insurance which meets the criteria as specified in the contract or purchase it through the fairgrounds from California Fairs Service Authority.

- Providing own insurance certificate.
- Purchasing insurance through Fairgrounds (rate per day by attendance):
 - \$55 for 100 and under \$90 for 101-500 \$145 for 501-1,500 For over 1,500 ask for rate

Clean-up Options Offered by Fairgrounds:

To take-down and put away all tables and chairs and other items used for the rental belonging to the fairgrounds. To clean the restrooms and kitchen. To sweep and/or mop all floors. Renter is responsible for take-down, cleanup and removal of any personally owned decorations and materials. Renter will be charged \$40.00 per man hour with a minimum of \$200.00 if clean-up option is request.

Cleanup Option Requested:

- Full Cleanup - \$200.00 minimum
- Final Mopping only - \$40.00 per man hour

I have carefully read this application and "Rules for Fairgrounds Facilities (Exhibit B)" which will be made attachments to my contract. By my signature below I agree to all conditions stated in this application and "Rules for Fairgrounds Facilities (Exhibit B)."

(Signature of Renter)

(Date)

Fairgrounds Use Only

Amount of Deposit Required \$ _____ Amount Collected \$ _____

Collected by: _____

Did Renter meet cleaning obligations? Yes No

List extra cleaning and damage fees to charge: _____

by: _____
(signature of maintenance worker)

10-A DAA/TULELAKE-BUTTE VALLEY FAIR**RULES FOR FAIRGROUNDS FACILITIES**

Rental Facilities: Quinceaneras will be held in the Commercial Building when available. **NO** glass beverage containers will be allowed during the rental of the Commercial Building. Those held inside the Home Ec Building must receive individual prior approval by the Board of Directors. Only the facilities, equipment, or any other property included in the Rental Agreement may be used, except with prior approval of the C.E.O. of the Fair Association. *All juveniles must be under constant adult supervision.* The renter, employees, public and anyone else who may be on the premises due to this rental agreement are not to be allowed in other fairgrounds facilities/areas that are not under this contract.

Damage/Cleaning/Security Deposit: A deposit of \$750 is required prior to the event if alcohol is being served or consumed. The Individual or organization granted use of the facilities will be held responsible for any damage, failure to clean, loss of or to the property caused by such use or flagrant violation of any other condition of the Rental Agreement. If any of these circumstances occur, any or all of the deposit will be withheld for such at the discretion of the Board of Directors. Deposit will be returned after approval at the next scheduled Board Meeting following event. Because of past documented damages resulting from specific events, a larger deposit will be required upon discretion of the C.E.O. of the Fair Association.

Payment/Keys: All fees *must be paid in full* no later than one week prior to the event. This includes deposit, rental fees and insurance fees (if purchasing). Keys will not be given out until all rentals have been paid, including the deposit; an executed contract and an insurance certificate (if applicable) are on file. \$25 per set will be charged for keys not returned within 48 hours of event.

Payment Type: Payment of the deposit must be made by cash or cashiers check/money order. Payment for rental and insurance fees may be made by cash, cashiers check/money order, personal check or credit card.

Security: Proof of security will be required for an event anticipated to need such. The Sheriff's Office will be notified prior to the event by renter.

Curfew: Music must end for all events by 11 p.m. No exceptions.

Equipment Usage: Under no circumstances will any Fair equipment, utensils or any other property be removed from the premises.

Vehicles: During the event all vehicles are to be parked out in the parking lots. No Fair streets or gates are to be blocked at anytime; there must be constant access for emergency vehicles.

Additional Charges: Any rental/event that creates the necessity of an unscheduled garbage pickup or other additional charges to the Fair Association will be the responsibility of the renter. The Fair Association is to be reimbursed by the renter.

Decorations: Nails are not allowed. Thumb tacks and tape may be used, but use with care. The Home Economics and Commercial Buildings have vinyl-covered sheetrock walls. *Do not* use tape that may pull off the finish.

Outdoor Lights: For the safety of your guests, outdoor lights must be used for nighttime events. Inside the panel box outside the south end of the Home Economics Building is a breaker marked "Main Exhibit to Office." Turn that breaker on during nighttime hours.

Cleaning Responsibilities: The renter is responsible for all set up and clean up of the facility. All equipment, such as tables and chairs, set up by the renter are to be returned to the storage racks in a neat and orderly fashion. If chair and table carts are not being left in the building during event, renter is responsible for removing and replacing them. Place racks only on solid surfaces such as pavement or sidewalk. Do not put racks out onto the lawn — if wheels hit a soft surface, they will fall off. Care is requested in handling all equipment. Any liquid spills should be wiped up as quickly as possible. The areas used by the renter are to be dust mopped and wet spot mopped with mops furnished by the Fair Association. Renter must check with fair staff prior to rental for location of all cleaning supplies and receive personal cleaning instructions. Leave kitchen clean and flush all toilets. All decorations, props, etc. must be removed from the facility at the time of cleaning. Empty all smaller garbage containers into waste barrels and waste barrels into outside dumpster. All cardboard is to be broken down before being placed in the dumpster. Lights (indoor and out), heater thermostats and oven/stove settings all need to be returned to initial settings or off. If you are using outdoors lights, be sure to turn that breaker off. Should any unnecessary electricity (i.e. lights not turned off) or heat be used the renter will be charged for such use.