

# TULELAKE - BUTTE VALLEY FAIR

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## FACILITY RENTAL APPLICATION

Thank you for choosing the fairgrounds for your event. Please read this form and Exhibit B carefully. Complete this form and return it to the fairgrounds office immediately for approval. All rates are subject to change without notice. All fees due no later than one week prior to event.

**Name of Renter:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Person to Sign Contract:** \_\_\_\_\_ **Contract Phone #:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Description of Event:** \_\_\_\_\_ **Hours of Event:** \_\_\_\_\_ **to** \_\_\_\_\_

**Set up Date(s):** \_\_\_\_\_ **Set up Hours:** \_\_\_\_\_ **to** \_\_\_\_\_ **Date facilities to be clean by:** \_\_\_\_\_

**Attendance:** \_\_\_\_\_ **Alcohol Sold?** \_\_\_\_\_ **Alcohol Served/Consumed?** \_\_\_\_\_ **Security Name & Contact Info:** \_\_\_\_\_

### **Building(s) Requested:**

**Home Economics Building:** Please select from the following options:

\$300 Main Hall/West Wing/Kitchen     \$250 Main Hall/Kitchen     \$200 Main Hall Only

\$150 West Wing/Kitchen     \$100 West Wing     \$75 Kitchen Only

\$200 Arts & Crafts Building     \$250 Arts & Crafts Building/Kitchen

\$300 Commercial Building/Restroom Building,     \$350 Commercial Building/Restroom Building/Kitchen

\$400 Main Exhibit Building/Restroom Building,     \$450 Main Exhibit Building/Restroom Building/Kitchen

Note: Rental Price includes the use of unlimited number of tables and chairs at no additional cost. **NO** glass beverage containers allowed.

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

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

\$25 for 100 and under     \$50 for 101-500     \$100 for 501-over

### **Other Facilities Requested:**

\$75 Per Food Concession:     Food Concession Building     Carousel

\$75 Restrooms, per building:     Grandstand area     Main area     Carnival area     Livestock area

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

\$150 Livestock Barn (3 available)

### **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/per day of use

P.A. System \$100/per day of use

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

Porta-fan - \$50/per day of use

Outdoor Items:     Stage/\$50     Picnic Tables/\$10     Benches/\$5     Lights

Application continued on back



## **10-A DAA/TULELAKE-BUTTE VALLEY FAIR**

### **RULES FOR FAIRGROUNDS FACILITIES**

**Rental Facilities:** Quinceaneras will be held in the Commercial Building or Main Exhibit Building when available. **NO** glass beverage containers will be allowed during the rental of these buildings. 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 \$500.00 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 the security deposit, rental fees and insurance fees (if purchasing). Keys will not be given out until all rental fees have been paid, including the deposit; an executed contract and an insurance certificate (if applicable) are on file. \$50.00 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:** One (1) security person shall be designated for each fifty (50) persons expected to be in attendance. Each member of security shall wear a distinctive emblem, insignia, or article of wearing apparel at all times during the activity for identification purposes. Proof of security will be required for an event anticipated to need such. The California Highway Patrol office will be notified prior to the event by renter.

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

**Weapons:** Weapons are not permitted on the fairgrounds except as provided by law (Penal Code Section 171b).

**Equipment Usage:** Under no circumstances will any Fair equipment, utensils or any other property be removed from the premises. Under no circumstances will the fair allow the usage of any type of ladder owned by the fair association for usage by the renter. NO EXCEPTIONS!

**Vehicles/Parking:** During the event all vehicles are to be parked out in the front parking lots. No Fair streets or gates are to be blocked at anytime; there must be constant access for emergency vehicles. Vehicles are not allowed to be parked inside the fairgrounds during the event.

**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(s). 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.