

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:

(Rates are doubled for commercial rentals. Heat used & garbage pickup fees are additional for all rentals. Garbage-\$25.00/per rental; Heat-\$10/per hour.)

Home Economics Building: Please select from the following:

- \$300 Main Hall & Wing \$200 Main Hall Only \$100 Wing Only \$100 Kitchen & Restrooms Only
- \$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.

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: (Charges for items requested are additional to the building rental rate)

***Table and Chair Policy:** *A total of 10 tables and 100 chairs are included with above rental of any building. Additional tables and chairs are available for rent.* Please see below for rental costs of additional tables and chairs.

- White Folding Chairs(100 chairs included with rental): Rental Fee .50 cents/chair (250 available) _____ Number requested
- 30" x 8' Beige Banquet Tables(10 tables included with rental) Rental Fee \$5/table (30 available) _____ Number requested
- 60" Beige Round Tables(10 tables included with rental) Rental Fee \$5/table (30 available) _____ Number requested
(There are more assorted color metal folding chairs(500 available), 3' x 8" wooden tables and 50" grey round tables also available. Rental prices same as above)
- Indoor Stage \$50 (in Home Ec Building, Main Exhibit & Commercial Building only)
- Indoor Bar \$25 (in Home Ec Building, Main Exhibit & Commercial Building only)
- Kitchen in Home Ec Building \$100/per day use fee
- 100-cup Coffee Pot \$ 10/day (2 available)
- Gas Barbecue - \$30.00/per day use fee
- 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) _____

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

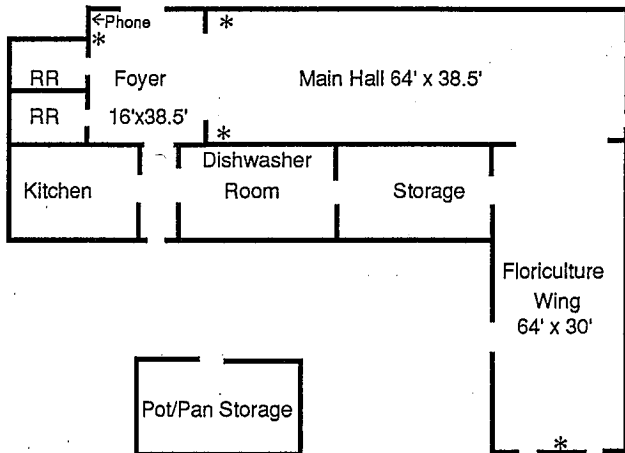
Cleaning Responsibilities: The renter is responsible for all set up and clean up of the facility. All equipment, such as tables and chairs, set up by the renter are to be returned to the storage racks in a neat and orderly fashion. If chair and table carts are not being left in the building during event, 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.

TULELAKE-BUTTE VALLEY FAIRGROUNDS FACILITIES

Thank you for your interest in renting the fairgrounds facilities for your event. We hope that you continue to do so, as our fairgrounds is not a tax-supported agency. It depends upon revenue from fairtime and interim activities to support its costs. The Tulelake-Butte Valley Fairgrounds is known for its beautiful lush green lawns and clean, park-like setting. Enjoy **your** fairgrounds and **help** us continue its **quality** by supporting the rental of its facilities.

HOME ECONOMICS BUILDING:

The Home Ec Building is the ideal site for wedding receptions, dances and meetings.



Square Feet: Foyer: 616

Main Hall: 2464

Floriculture Wing: 1920

Capacity: Main Hall: 164 seated or 352 standing

Floriculture Wing: 128 seated or 278 standing

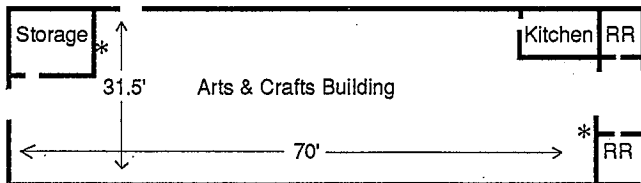
Floor: Hardwood

Kitchen: Equipment includes ovens, stoves, freezer, refrigerator, dishwasher, dishes, utensils

Heat: 3 monitors (thermostat controls = *)

ARTS AND CRAFTS BUILDING:

The Arts and Crafts Building is an attractive facility for your open house receptions and meetings.



Square Feet: 2029

Floor: Linoleum tile

Kitchen: Equipment includes sink and stove top

Heat: Monitor (thermostat controls = *)

Capacity: 135 seated or 289 standing

OTHER BUILDINGS SITUATED ON THE 40-ACRE FAIRGROUNDS:

2 Horse Barns.....	150' x 25' each
Grandstands.....	100' x 75' with 1454 seats
Food Carousel.....	50' x 50'
Main Exhibit Building.....	150' x 75'
Commercial Building.....	100' x 50'
2 Concession Buildings (with a total of 7 concession units).....	25' x 125' each
Horse Show Concession Building.....	12' x 30'
Jr. Exhibit/Photo Building.....	100' x 35'
2 Livestock Barns.....	100' x 75'
1 Livestock Barn (cement floor).....	150' x 70'
Museum Building.....	85' x 50'

CAMPING:

Approximately 100 spaces are available during the summer season for overnight camping with water and electric hookups. One of the three restroom buildings contains shower facilities.