

**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)	