

# Dolores County Fairgrounds

## Use Application

Applicant Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Dates/Times of Fairgrounds Use \_\_\_\_\_

Use Needs (Circle All That Apply) Event or Individual

Building Rental      Arena      Grounds      Gate Combo      Sound System

Reason for use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Special Needs?

\_\_\_\_\_

Have you read the Fairgrounds Rules & Regulations? YES NO

*Signature required on next page*

Event Deposit Paid? YES NO Date Paid \_\_\_\_\_

Rental Fee Paid? YES NO Date Paid \_\_\_\_\_

Sound system (\$100) YES NO Date Paid \_\_\_\_\_

Signature of user \_\_\_\_\_ Date \_\_\_\_\_

Fair Board Approval \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Have you signed the Alcohol Policy of the Fairgrounds on the last page? THIS IS REQUIRED BEFORE ACCEPTANCE OF THIS AGREEMENT BY THE FAIRBOARD.\*\***

Initial \_\_\_\_\_

## GENERAL RULES AND REGULATIONS

- A. Use of the building and arena will be on a FIRST PAID, FIRST SERVED basis.
- B. The deposits rendered for cleaning and damages are to be considered as incidental damage and cleaning coverage. Any damage to the County Fairgrounds property and/or facilities, beyond the deposit coverage, will be the responsibility of the individual and/or organization to fully pay for the damage and/or cleaning. Replacement, cleaning and/or repair costs will be determined by the damaging party and the Fair Board together, with the Fair Board making the final determination of costs.
- C. To reserve any part of the Fairgrounds facility, the Fair Board requires all requests to be in writing and submitted prior to the Fair Board monthly meeting. Meetings are held the 2<sup>nd</sup> Monday of each month at the Dolores County Extension Office.
- D. All fees and deposits must be paid in advance of the event. No building and/or arena reservations will be final until all fees are paid.
- E. The organization and or individual must supply proof of liability and/or event insurance prior to their using the Fairgrounds.
- F. **Anyone who does not purchase liability and/or event insurance (insurance required if any alcohol will be present during event!) acknowledges that Dolores County, the Fairgrounds, Fair board or any other Dolores County employee or office is NOT responsible for any damage/injury to personal property or attendees of said event.**
- G. The County is not liable for personal or private property accidents, lost or stolen property, and/or the damage to privately owned property.
- H. Anyone under the age of 18 requesting use of the Fairgrounds must be accompanied and supervised by an adult at all times while using any of the Fairgrounds' facilities.
- I. Where applicable, a Fair Board representative will be present at all events.
- J. **Absolutely no hanging or sticking of anything on insulation is allowed.** You must use the pre-hung hooks, cable. If there are additional items that you would like to hang you must meet with a designated Fair Board member or representative to discuss options prior to event. NOTHING OVER 5 lbs may be hung.
- K. There will **not be any wires, tape or other materials used to decorate outside of the provided hooks and cable.**
- L. **Anything put up MUST be taken down.**
- M. Extra care should be taken with the wooden tables and wooden or vinyl chairs. The Extra-large wooden table must not be "scooted" across the cement, it must be picked up to be moved.
- N. If renting the sound system: applicant must meet prior to event to set up and go over proper use and care of system. Any damage done outside of rental fee will be the responsibility of applicant and cost be determined by Fair Board representative. Sound system will not be allowed outside of building under any circumstances!
- O. IT IS THE APPLICANT'S RESPONSIBILITY TO FULLY CLEAN THE FACILITY BEING USED AND REMOVE ALL TRASH AND GARBAGE FROM THE FAIRGROUNDS!

### FAIRGROUNDS ALCOHOL POLICY:

Alcohol is not permitted at the Fairgrounds unless liability/event insurance is purchased and presented with payment. If not purchasing liability/event insurance, it is the responsibility of the person signing this Use Application TO ENSURE THAT ALCOHOL IS NOT BROUGHT INTO THE FAIRGROUNDS DURING THE APPLICANT'S EVENT. It must be clearly understood that the person signing this Use Application is assuming and accepting, full responsibility and ALL LIABILITY FOR ANY INCIDENT(S) RESULTING FROM THE UNAUTHORIZED USE OF ALCOHOL AT THE FAIRGROUNDS.

The following signature indicated that you have read, fully understand and unconditionally accept the Fairgrounds policy on alcohol use.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# DOLORES COUNTY FAIRGROUNDS

## FEES, RULES, AND REGULATIONS

### BASIC FEES FOR COUNTY ORGANIZATION EVENTS

- A. **Use of Building** (including bathrooms and kitchen area)  
1 Day Event - \$75.00 per day + \$100.00 Deposit.
- B. **Use of Arena**  
\$25.00 per day + \$100.00 Deposit. Fair Board is not responsible for Arena maintenance during event.
- C. **Use of Building and Arena**  
Day event - \$50.00 per day + \$200.00 deposit. Fair Board is not responsible for building or arena maintenance during event.
- D. **Damage and Cleaning Deposits**  
Deposits will be refunded after inspection by a Fair Board Representative. **Use fees will not be refunded at anytime or under any circumstances.**
- E. **Sound System**  
\$100.00 - must sign a separate agreement. WILL NOT BE ALLOWED OUTSIDE BUILDING!

### BASIC FEES FOR INDIVIDUAL EVENTS

- A. **Use of Building** (including bathrooms and concessions area)  
Day Event - \$75.00 per day + \$200.00 Deposit.
- B. **Use of Arena**  
\$100.00 per day + \$100.00 Deposit. Fair Board is not responsible for Arena maintenance during event.
- C. **Use of Building and Arena**  
Day event - \$50.00 per day + \$200.00 deposit. Fair Board is not responsible for building or arena maintenance during event.
- D. **Damage and Cleaning Deposits**  
Deposits will be refunded after inspection by a Fair Board Representative. **Use fees will not be refunded at any time or under any circumstances.**

### BASIC FEES FOR INDIVIDUAL MEMBERSHIPS

- A. **Gate combo for use of Arena**  
Yearly membership fee of \$25.00 is required. Fair Board is not responsible for Arena maintenance. **This fee will be due at the beginning of each year and is non-refundable**
- B. **Shooting Range Membership**  
Yearly membership fee of \$25.00 per individual or \$75.00 per household (up to 5) is required. Fair Board is not responsible for range maintenance. Shooting Range membership required that a separate application and rules page be signed. **This fee will be due at the beginning of each year and is non-refundable**

## OUTDOOR BOOTHS

### A. Outdoor Booths

10 ft x 10 ft space - \$50.00 per event up to 2 days. More than 2 days is @20.00 extra per day – maximum 7 days. There will be a \$100.00 deposit for all booths and private exhibitors.

### B. Booth Site

The site for the booth setup will be established through mutual agreement between the Fair Board and the Booth Operator. Space requested that are larger than 10 ft x 10 ft and/or large equipment exhibits, and displays will be negotiated with the Fair Board.

### C. Booth Operators

Booth Operators must remain within their booth during sales and/or promotional operations. Any disruptions to fairgrounds activities by the Booth Operator and/or its employees will result in the operator being asked to leave the premises immediately without refund of fees paid.

### D. Damage and Cleaning Deposits

Deposits will be refunded after inspection by a Fair Board Representative. Use fees will not be refunded at anytime or under any circumstances. No subletting of Booths is permitted.

### E. Utilities

Presently, only electric outlets and water hose are available

## INDOOR BOOTHS

### A. Indoor Booths

10 ft x 10 ft space - \$75.00 per event up to 2 days. More than 2 days is \$20.00 extra per day – maximum 7 days. Restrictions may apply due to space limitation sand the type of event being conducted.

### B. Booth Site

The site for the booth setup will be established through mutual agreement between the Fair Board and the Booth operator. Space requested that are larger than 10 ft x 10 ft and/or large equipment exhibits, and displays will be negotiated with the Fair Board.

### C. Booth Operators

All booth operators and/or employees must remain within the confines of their booth during all sales. Any disruptions to fairgrounds activities by the Booth Operator and/or its employees will result in the operator being asked to leave the premises immediately without refund of fees paid.

### D. Damage and Cleaning Deposits

Deposits will be refunded after inspection by a Fair Board Representative. Use fees will not be refunded at any time or under any circumstances. No subletting of Booths is permitted.

### E. Utilities

Presently, only electric and water hookups are available

## RODEOS

### F. Stock Pens

3 Panel pens for overnight stock are \$10.00 per night per animal. NO private pens will be permitted unless stalls or pen panels are not available.

### G. Arena Maintenance

During events, arena maintenance will not be supplied by Fair Board.

## CHECKLIST TO BE COMPLETED PRIOR TO DEPOSIT RETURN

- Trash properly disposed of into dumpster NE of building
- Bathrooms cleaned – trashes empty, toilets flushed, faucets turned off, sinks wiped clean
- Kitchen cleaned – trashes empty, no dirty dishes, fridge empty of all brought in
- Floors swept or mopped where applicable
- Exterior doors shut and re-locked & all lights turned off
- All decorations taken down
- Tables/chairs wiped clean and put away on racks
- *If using sound system* – amp, speakers and main stereo must be turned off

It is understood by the applicant that there is absolutely no tape, wire or other material to be used on the tin siding or anything taped or stuck in the insulation.

All decorations should be hung using the pre-hung hooks, cable or Zip-line. If there is any additional decorating to be done it must first be discussed and approved by a Fair Board member or representative.

Photos will be taken before and after the event to ensure that no damages were made and building was cleaned sufficiently. Deposit check will not be returned until a Fair Board

member or representative can assess that no additional cleaning is needed and no damage was done.