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# Benton County Event Center & Fairgrounds Facility Use Guide

(Updated August 2018)

110 SW 53<sup>rd</sup> Street, Corvallis, Oregon 97333  
(541) 766-6521      [www.bentoncountyfair.net](http://www.bentoncountyfair.net)

Welcome to the Benton County Fairgrounds! We are glad that you have chosen our facility to host your event. It is our intention to make our visitors feel welcome and to provide the best service possible to you and those in attendance.

The Benton County Fairgrounds is owned by Benton County, and plays host to various commercial, nonprofit, youth, and private events throughout the year.

This Rental Facility Guide covers our operating policies and procedures. Please contact us if you have additional questions not covered in this guide. ***The "Benton County Fairgrounds Facility Rental Guide" must be read prior to signing a facility agreement.***

We look forward to serving you!

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#### CONTACT INFORMATION

Staff: Lynne McKee, Fairgrounds Manager  
Nancy Swain, Facilities Coordinator  
Deborah McNair, Event Services & Sponsorship Specialist  
Scott Nolan, Maintenance Supervisor  
John & Debbie Leiferman, Benton Oaks RV Park Camp Hosts

Office Hours: Monday – Friday, 8:00 to 11:30 am and 12:30 to 5:00 pm  
Closed weekends and holidays

Location: 110 SW 53<sup>rd</sup> Street, Corvallis, OR 97333  
at the corner of 53<sup>rd</sup> Street and Reservoir Avenue

To Reach Us: Main Office (541) 766-6521  
Fax Number (541) 766-6865

Email Address: [fairinfo@co.benton.or.us](mailto:fairinfo@co.benton.or.us)

Website: [www.bentoncountyfair.net](http://www.bentoncountyfair.net)

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**SITE OVERVIEW**

The Fairgrounds is a 29-acre site located minutes from downtown Corvallis and the Oregon State University campus. The nearest major freeway is Interstate 5 about ten miles east of the Fairgrounds. Visit [www.bentoncountyfair.net](http://www.bentoncountyfair.net) for full descriptions and pricing for each facility rental area.

**Fairgrounds Facilities**

Facility	Capacity	Dimensions	Square Foot Area
Auditorium	773	60' x 100'	6,000
Auditorium Conference Room	150	29' x 40'	1,160
Benton Arena		150' x 220'	33,000 (8,000 paved)
Carriage House	119	24' x 33' 1 <sup>st</sup> Floor 24' x 25' 2 <sup>nd</sup> Floor	792 600
Floral Courtyard		70' x 100' open grass 12' x 20' covered stage	7,000 240 2,400 covered cement walkways
Guerber Hall	563	60' x 72'	4,320
Guerber Hall Meeting Room	15 -20	Only rented weekdays	
Outdoor Arena		200' x 120'	
Parking Lots & Grass Areas		300' x 900'	270,000 (6+ acre gravel lot)
Covered Picnic Table	80	15' x 100'	1,500
Solar Building		55' x 200'	11,000

**RENTING A FACILITY**

We strive to provide affordable rentals for our customers and offer multiple levels of service from do-it-yourself to full-service event set-up and tear down. To request a rental facility please complete and submit the [BUILDING RESERVATION FORM](#) online at [www.bentoncountyfair.net](http://www.bentoncountyfair.net). Once the form is received, staff will contact you to discuss fees and logistics for your event.

**No rental is considered confirmed until the signed contract and deposits are received; refundable security deposit plus 1/3 of the facility use fee.**

- \$100 for under 75 people (no alcohol)
- \$250 for 75-199 people (no alcohol)
- \$500 for 200+ people (no alcohol)
- \$750 for all events with alcohol

Security deposits are refundable if the facility is left as clean as found. If not, minimum cleaning fee is \$100.

Recurring renters may “float” their security deposit for a one year period.

Chairs & Tables included with each facility rental:

Auditorium 80 chairs, 10 - 8ft. rectangular tables /Conference Room 20 chairs, 4-8ft. rec. tables  
Guerber Hall 60 chairs, 8 - 8 ft. rectangular tables  
Carriage House 20 chairs, 4 -8ft. rectangular tables  
**NO** round tables are included with the base rental fees  
**ALL** tables must be covered by the renter

### **FACILITY USE FEES**

Fees will be charged for the entire time you require access to the facility, including time for setting up the event, decorating, and cleaning. If Fairgrounds staff assist with all or part of your set-up and tear down, additional charges will apply. For large scale events requiring extensive set-up and tear down time, the client may add a pre or post non-event day at a discounted price. Half-day rentals are 4 hours or less: Full day rentals are over 4 hours.

All rental fees, insurance forms, alcohol permits and set-up schematics are due **45** days prior to event date. Access to the rental space will be denied without full payment of all rental fees and security deposit. Rentals being executed less than 45 days before the event require full payment at the time the rental agreement is signed.

For cancellations 60 days or more from scheduled event, renters will receive a full refund, less a \$100 cancellation processing fee. Cancellations made less than 60 days prior to the event will result in the loss of the full facility use fee paid to date (security deposit will be refunded). A change of event date will result in a \$100 administrative fee.

### **FACILITY USE FEE REDUCTIONS/WAIVERS**

The Fairgrounds Manager makes the determination on all requests for fee waivers or fee reductions. Generally, these requests will not be granted for facility use on weekends or holidays. If a waiver or reduction is granted, your rental dates will be accommodated on a space-available basis. To request a fee waiver or reduction, you must submit the [RENTAL FEE ADJUSTMENT REQUEST FORM](#) online at [www.bentoncountyfair.net](http://www.bentoncountyfair.net)

Nonprofit organizations receive a 30% discount on facility rentals only (add-ons are not discounted). The non-profit discount requires submission of the 501(c) IRS determination letter.

### **EQUIPMENT RENTAL**

Benton County Fairgrounds offers a variety of equipment for rent. Rental rates are based on per event usage. Extra tables and chairs above the ones included in the base rental, as well as other useful items, can be added-on to your rental. [Click HERE](#)  
Clients are responsible for providing their own ladders, extension cords and dollies, if needed.

### **HOURS OF USAGE**

Buildings are available for use from 7:30 a.m. to midnight, unless special arrangements have been made with the Fair Manager. Use of additional time, outside of the contracted hours of usage, will be billed at a prorated rate.

**Commented [CVM1]:** This can be confusing. The full facility use fee isn't due until 45 days before the event; why not sync this timeframe with that timeframe? What happens if someone cancels 50 days before the event? We don't have their full rental fee until 45 days before the event. Also, I don't understand what is refunded. It reads as if we keep the full rental fee, but return the security deposit.

### **FOOD AND CATERING**

Some rental spaces have access to kitchens, but there are no commercial facilities available at the Fairgrounds. For private events, you are welcome to provide your own food or contract with a caterer of your choice. When serving food during public events, you or your food concessionaire will be required to secure a license through the Benton County Health Department. Click [HERE](#) for the Benton County Temporary Restaurant License Application.

### **ALCOHOLIC BEVERAGE SERVICES**

All events selling or serving alcohol must select a business from the Fairgrounds Approved Alcohol Provider List [Click HERE](#) to serve and monitor consumption during the facility use period. If you prefer to use an alcohol provider that is not on the approved list, you must contact the Fair Office at least 90 days prior to your rental date to have the business complete an application to be considered to be placed on the approved alcohol provider list. Only commercial businesses with a current valid liquor license through the Oregon Liquor Control Commission (OLCC) will be considered. All alcohol is required to stay in the designated rental area and service must terminate ½ hour before the end of the event.

Any event found to have alcohol not being served by the alcohol provider or with the Fairgrounds prior knowledge of alcohol being severed, will be shut down immediately, and all monies will be forfeited.

Security will be required at all public events serving alcohol and private events serving alcohol past 9:00 pm. The Fairgrounds Manager reserves the right to require security at other alcohol events as deemed necessary. The Fair Office will schedule the security company based on the rental times and the cost of security is the responsibility of the renter and will be payable with the final facility use payment.

Benton County Fairgrounds will receive a percentage of the gross alcohol sales for public events where alcohol is being sold. This does not apply to private events.

### **SERVICE CONTRACTORS**

With the exception of alcohol services, you are free to work with the event service contractors of your choice. If you contract with a decorating company, that company must provide all “similar” equipment needs. For example, we will not mix the decorator’s tables and chairs with those of the Fairgrounds. All event service contractors must work within the contracted facility use dates and times.

### **INSURANCE**

Benton County Fairgrounds requires that all events be covered by general liability insurance in the amount of \$2,000,000 per occurrence/\$4,000,000 general aggregate, including bodily injury and property damage. The Fairgrounds Office **must** receive a copy of the endorsement adding Benton County, its officers, agents and employees as additional insured at least 45 days prior to the rental date. Liquor liability insurance is required for events serving or selling alcohol; this will come from your approved alcohol provider.

### **ADVERTISING & PROMOTION**

Upon submission of the signed contract and payment fees, your event will be posted on the Events Calendar of the Benton County Fairgrounds website at [www.bentoncountyfair.net](http://www.bentoncountyfair.net). The Fairgrounds Office reserves the right to highlight certain events on the website home page, lighted marquee sign and through the monthly fairgrounds e-newsletter. If you want to guarantee that your event is posted on any of these media, you may pay additional fees.

Clients may mount one event banner on the Fairgrounds fence along 53<sup>rd</sup> Street up to 14 days prior to the rental date. Banners must be removed within 24 hours after the completion of the rental period. Additional banner locations on the Fairgrounds can be arranged with the Fairgrounds Office for a fee.

#### **WIRELESS INTERNET ACCESS**

Wireless internet is available on the premises and is included in the facility rental fee. The Fairgrounds Office staff will provide the network name and password upon final payment of rental fees. Benton County does not guarantee the level of wireless service on any given day. Shows/vendors requiring guaranteed service should provide their own wireless hot spot.

#### **ATM SERVICE**

ATM service can be made available in the Benton Arena for customer convenience. There is a \$3 charge per transaction. Please advise the Facilities Coordinator at least 14 days before your event if you would like the ATM loaded.

#### **PARKING**

Parking for approximately 800 vehicles is available in the lots surrounding the fairgrounds buildings. You will be advised which parking areas are allocated to your facility rental, and you will be responsible for the parking and traffic flow in those areas. Use of the parking lots for any purpose other than event parking, such as activities/displays, will be billed at the current rental rate. Parking will be permitted in assigned areas only. No parking is allowed at any time in designated fire lanes.

If you will be charging a parking fee during your rental event, unless you are renting the full facility, you will be required to designate an entrance and mark it with appropriate signage, leaving other areas of the parking lot free for access by other renters.

#### **ELECTRICAL SERVICE**

Basic 110 volt outlets are included with your rental fee. If your event requires 220 volts, California plugs, spider boxes, or other specialty electrical needs additional fees will apply. Discuss your electrical needs with the Facilities Coordinator when booking your rental.

#### **SOUND SYSTEMS & AUDIO/VISUAL**

Public address systems are available to rent in the Auditorium and Guerber Hall and should be requested with your equipment order. The Auditorium has a ceiling mounted projector and screen and the Fairgrounds Office has a portable projector that can be rented for a fee.

#### **GATES & ACCESS**

For security purposes, fairgrounds gates are locked along the South Parking Lot unless they are requested to be opened by the renter. Please advise the Facilities Coordinator regarding your access needs for move-in, event and move-out dates.

#### **FORKLIFT SERVICES**

Forklift service can be ordered through the Fairgrounds Office no later than 14 days prior to your rental date. Forklifts operated by Benton County personnel will be billed at an hourly rate with a half-hour minimum order. Additional charges may apply to services requested less than 14 days prior to your rental date.

### **CLEAN UP & GARBAGE SERVICES**

Clients are responsible for leaving the rental facility in the same condition as when they arrived or they will be charged a cleaning fee, which shall be no less than \$100.

Regular garbage and recycling service is included in the facility rental fee. Trash bags should be pulled from containers, tied securely and left inside the rental area for staff pick up.

Events with attendance of 350 or more are required to bring in a dedicated dumpster at the renters' expense, contact [Republic Services](#) to make arrangements, or the Fairgrounds Office can schedule the dumpster for a fee. If the renter has a dedicated dumpster, all trash should be deposited in that container at the conclusion of the rental.

### **SECURITY & SAFETY**

Security will be required at all public events serving alcohol and private events scheduled past 9:00 pm, whether alcohol will be served or not. The Fairgrounds Manager reserves the right to require security at other non-alcohol events, as deemed necessary. The cost is the responsibility of the client. Security will be scheduled from the time the renter starts serving alcohol until all guests depart the premises. The Fair Office will contract with the security company. Security costs are due at final payment. Video surveillance is in use on the Fairgrounds.

Rodeos held at the Fairgrounds are required to arrange for stand-by Emergency Medical Technicians (EMTs) during the event. The Fairgrounds Manager reserves the right to require EMTs, or other emergency personnel, be placed on stand-by for high-risk events. The cost is the responsibility of the client.

**Commented [CVM2]:** How will we know if this has been done?

### **ACCIDENTS & INJURIES**

General liability insurance is required for all events held at the Benton County Fairgrounds (see Insurance heading). The client holds harmless Benton County, their employees and agents from all claims arising out of your occupancy or use of the Fairgrounds. If an accident or injury occurs, please advise the Fairgrounds Office and complete an Incident Report.

### **DAMAGE**

Normal wear and tear is expected; however, if facility or equipment damage occurs, you will be charged accordingly. In all buildings, appropriate floor protection must be placed under any displays or decorating materials that might mar the floor surface. Digging holes, fire pits or any other activities which may damage trees or landscapes is prohibited on the grounds.



### **PETS & ANIMALS**

If you plan to have animals at your event, please advise the Facility Coordinator when making your facility reservations. Animal exhibitors must confine their animals to the rental area. If food will be served in a location displaying animals, clients are required to post signs to advise people to wash their hands thoroughly after touching animals and before eating food to prevent and reduce exposure to animal-transmitted diseases. Clients are responsible for cleaning up after all animals participating in the event.

Pets must be kept on leash, unless they are contained within the rental space and monitored by the client. Clients may designate their event as “no pets,” and are responsible for monitoring their rental space and facility entrances for compliance. Service animals are always welcome in any facility area on the Fairgrounds.

### **OPEN ARENA RIDING & HORSE EVENTS**

Benton Arena/Benton County Fairgrounds is an Equine Facility. All activities on these grounds are subject to the Equine Inherent Risk Law, ORS 30.687-30.697. The Benton Arena is made available for drop-in riding during certain days and times. Call the Open Ride Line at (541) 766-6089 for information. Open riding is free. Participants, by their presence on the grounds indicate they have accepted the limits of liability resulting from inherent risks of equine activities. Horse clubs and equestrian groups should contact the Facilities Coordinator to reserve their rental times in the arena.

*In consideration to others, please clean up, leaving the facility as clean as found.*

### **PACKAGES & STORAGE**

The Fairgrounds will not accept any shipments, packages or mail for clients or vendors prior to or during events, unless arrangements have been made with the Facilities Coordinator. On-site storage of products before or after contracted dates is not allowed. A storage and/or disposal fee may be assessed for items stored or left on-site.

### **BENTON OAKS RV PARK**

The Fairgrounds maintains an on-site RV park with full and partial hook-up capabilities. If you are anticipating campers in association with your rental, please advise the Facilities Coordinator.

### **NON-DISCRIMINATION**

No organization or person will be discriminated against belief or affiliation, medical condition, physical or mental disability, sex, sexual orientation, or marital status. All persons or organizations entering into a rental agreement with Benton County Fairgrounds are required to comply with this non-discrimination policy.

### **AMERICANS WITH DISABILITIES**

All individuals and organizations entering into a rental agreement with Benton County Fairgrounds are required to provide access and reasonable accommodations to individuals with disabilities and comply with the Americans with Disabilities Act.

## **GENERAL POLICIES**

Individuals 18 years of age or older may apply for reserved use of Fairgrounds facilities at least fourteen days and no more than thirteen months prior to the proposed event.

It is the client's responsibility to abide by all Federal, State and County Regulations with regard to their event. This includes but is not limited to, Fire Marshal regulations; Oregon Liquor Control Commission (OLCC) regulations; Tax Laws; Federal, State and Local Laws.

Fire is prohibited in all of the Fairgrounds rental spaces. Camp fires are only permitted in designated fire pits.

Nails, duct tape and other materials that can permanently damage walls and flooring are prohibited.

Renters cannot sublet or permit another group or individual to use the facilities before, during or after the approved time of use, or to duplicate facility keys. Failure to return a facility key will result in a \$50 charge against your security deposit.

Benton County reserves the right to inspect any reserved rooms, concessionaire stands, or other rental areas at any time to ensure cleanliness and proper compliance with health and safety standards.

No client may make a reservation if they owe outstanding funds to the Fairgrounds from prior rentals, or if the individual or organization did not previously comply with Fairgrounds requirements or regulations.

**Benton County Fairgrounds is a smoke free and tobacco free facility.**