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# Benton County Event Center & Fairgrounds Facility Use Guide

(Updated October 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 Event Center & 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 Event Center & 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 Event Center & 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  
Harrison Williams, Business Assistant  
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)

**TABLE OF CONTENTS**

Site Overview.....4

Renting a Facility.....4

Facility Use Fees.....5

Facility Use Fee Reductions/Waivers.....5

Equipment Rental.....5

Hours of Usage.....5

Food and Catering.....6

Alcoholic Beverage Services.....6

Service Contractors.....6

Insurance.....6

Advertising and Promotion.....6

Wireless Internet Access.....7

ATM Service.....7

Parking.....7

Electrical Service.....7

Sound Systems and Audio/Visual.....7

Gates & Access.....7

Forklift Services.....7

Clean Up & Garbage Services.....8

Security & Safety.....8

Accidents & Injuries.....8

Damage.....8

Pets & Animals.....9

Open Arena Riding & Horse Events.....9

Packages & Storage.....9

Benton Oaks RV Park.....9

Non-Discrimination.....9

Americans with Disabilities.....9

General Policies.....10

## 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.

### Event Center Facilities

Facility	Capacity (Standing)	Dimensions	Square Foot Area
Auditorium	773	58' x 95'	5,510
Auditorium Conference Room	49	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	792
		24' x 25' 2 <sup>nd</sup> Floor	600
Floral Courtyard		70' x 100' open grass	7,000
		12' x 20' covered stage	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

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. If you are not sure which facility will suit your needs please contact the Event Center Office at (541) 766-6521.

**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 Event Center 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 45 days or more from scheduled event, renters will receive a full refund, less a \$100 cancellation processing fee. Cancellations made less than 45 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 Event Center 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](#).

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 Event Center & 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](#) for a pricing list. 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 Event Center Office. Use of additional time, outside of the contracted hours of usage, will be billed at a prorated rate.

### **FOOD AND CATERING**

Some rental spaces have access to kitchens, but there are no commercial facilities available at the Event Center. 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 Environmental Health Department](#).

### **ALCOHOLIC BEVERAGE SERVICES**

All events selling or serving alcohol must select a business from the Event Center approved alcohol provider list 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 Event Center 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 authorized by the Event Center, or not being served by an Event Center approved alcohol provider, will be shut down immediately, and all monies will be forfeited.

Security will be required at all events serving alcohol and any events scheduled past 9:00 pm. The Event Center Manager reserves the right to require security at other events as deemed necessary. The Event Center 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 Event Center & 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 Event Center & 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 Event Center 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 of required fees, your event will be posted on the Events Calendar of the Benton County Event Center website at [www.bentoncountyfair.net](http://www.bentoncountyfair.net). The Event Center Office reserves the right to highlight certain public events on the website home page, digital marquee sign, social media, and monthly e-newsletter. If you want to guarantee that your public event is posted on any of these media, you may pay additional fees.

Clients may mount one public 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 at the Event Center can be arranged with the Office for a fee.

### **WIRELESS INTERNET ACCESS**

Wireless internet is available on the premises and is included in the facility rental fee. The Event Center 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 Event Center Office at least 45 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 Event Center Office 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. A portable PA system is available to rent for use in other areas of

the Event Center. The Auditorium has a ceiling mounted projector and screen and the Event Center Office has a portable projector that can be rented for a fee. Screens in the Auditorium and Guerber Hall can be rented individually. Flat screen televisions on a rolling stand are also available for rent.

#### **GATES & ACCESS**

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

#### **FORKLIFT SERVICES**

Forklift service can be ordered through the Event Center 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. Event Center staff will place the order with Republic Services and any fees will be due with other rental fees 45 days prior to the rental date. 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 events serving alcohol and any event scheduled past 9:00 pm, whether alcohol will be served or not. The Event Center 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 15 minutes prior to the time the renter starts serving alcohol until all guests depart the premises (4 hour minimum). The Event Center Office will contract with the security company. Security costs are due at final payment. Video surveillance is in use on the Fairgrounds.

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

### **ACCIDENTS & INJURIES**

General liability insurance is required for all events held at the Event Center (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 Event Center 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 Event Center Office when making your reservation. 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.

Benton County ordinance prohibits certain exotic animals, including tigers, lions, kangaroos, hyenas, monkeys, camels, alligators, crocodiles, and others. If you anticipate exhibiting exotic animals during your rental please confirm with the Event Center Office that they are not restricted by the County.

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

Benton Arena/Benton County Event Center & 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 all animal waste, leaving the facility as clean as found.*

## **PACKAGES & STORAGE**

The Event Center will not accept any shipments, packages or mail for clients or vendors prior to or during events, unless arrangements have been made with the Event Center Office. 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 Event Center maintains an on-site RV park with full and partial hook-up capabilities. If you are anticipating campers in association with your event, please advise the Event Center Office.

## **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 Event Center & Fairgrounds are required to comply with this non-discrimination policy.

## **AMERICANS WITH DISABILITIES**

All individuals and organizations entering into a facility use agreement with Benton County Event Center & 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 Event Center facilities at least fourteen days and no more than thirteen months prior to the proposed event. Rentals requested within fourteen days may be accommodated at the discretion of the Event Office staff.

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 and real-flame candles are prohibited in all of the Event Center rental spaces.

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 or access card 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 Event Center from prior rentals, or if the individual or organization did not previously comply with Event Center requirements or regulations.

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