



Rules and Responsibilities for Use Bonner County Fairgrounds

2018



1. **Grounds Inspection-** The grounds may be inspected before an event by a representative of the organization renting the grounds, the Fair Director, and/or the Fairgrounds Manager during Fairgrounds business hours. This inspection will be done again by fairgrounds staff, after your organization has completed cleanup, you may also be present.
2. **Outstanding Bills-** No licenses will be renewed if outstanding bills with the county have not been settled.
3. **Equipment Use-** Due to liability no unauthorized person may operate fairgrounds equipment. * All machinery must be operated by Fair Staff. See Fee Schedule for equipment rate.
4. **Announcements-** A public address system is available, for a fee, with the grounds; the groundskeeper will set it up. A Fee of \$50 plus a deposit of \$250, per P.A. is required. Please make prior arrangements with the Bob Snider at 208-263-0784 to return P.A. after event.
5. **Excluded Buildings-** Rental of the grounds does not include the following: Fair office, Sheep, Swine, Holly, Rabbit, Poultry Barns and Swine Arena, Food Booths, Rodeo Holding Corrals, Horse Stalls, Ticket Booth or lawn surrounding the Extension Offices unless so specified in the license. Horse stalls can be negotiated.
6. **Fairgrounds Property-** No items belonging to the Fairgrounds are to leave the grounds. With the exception of rental of; stage, portable floor, and lattice panels. Any items left on fairgrounds after 10 days become sole property of the Bonner County Fairgrounds. Due to liability, no storage areas will be available for any events.
7. **Set-up-** You are provided one move-in day, must be moved out/cleaned by noon the day following event, providing you are not back-to-back with another event. Please specify on the license application, dates and times you will need to set-up for your event. Additional days needed, if available, will be billed at \$100 per day. Grounds rentals will charge \$500 per day set up and tear down fee.
8. **Clean-up-** Prompt clean-up is very important in order to make way for events following yours. If clean-up is not completed in accordance with the license, a fee will be charged to hire a cleaning firm.

Cleaning Responsibilities- Licenses must clean all areas pertaining to their event, this includes sweeping bleachers; pulling can liners out of garbage cans, remove trash from Fairgrounds; returning garbage cans to area of origin; put any equipment which was used, neatly back where it came from; sweeping floors; returning picnic tables to area between main building and food facility building. All manure and hay must be cleaned up and removed from the fairgrounds and paw holes must be filled. All stalls cleaned to down to the dirt. With the use of the MEB, the fee includes the cost of the janitor to mop the floors. All other cleaning responsibilities; sweeping floors, cleaning, garbage removal etc., in the MEB is the responsibility of the User to clean; the janitor may be hired by user for additional cleaning. Contact Bob Snider for supplies.
9. **Driving and Parking-** These are your responsibility, and must be coordinated with Manager or groundskeeper. You are not to drive on any grassy areas without approval of Fairgrounds Management, and will be charged for damage to lawns. No vehicles, trailers, or vendors on the lawn or concrete in front of Main Exhibit Building, in between the Indoor Arena and the Main Exhibit Building or blocking any entrances to buildings or arenas. No parking in front of the fair office in reserved parking areas at any time, vehicles will be towed away at owner's expense. This rule will be strictly enforced. Seasonal sanding of lot and/or roads is lessee's responsibility. Fair management may provide list of sanding companies. During winter months a parking lot fee will be access due to snow removal.
10. **Fire Regulations-** If you are renting the grounds; please do not park vehicles, campers, concession booths, etc. within 20 feet of any buildings in compliance with fire lane regulations this includes the horse barns.
11. **Camping-** No fires are allowed, no household extension cords; no campers plugged in except in designated areas. No dumping of sewage except in approved dump station at front of fairgrounds. All overnight camping for your event

will be booked through the Camp Host at 08-304-2890 at \$25 per night per camper. Camping in RV Campground area is for campers only, no tent spots are available.

12. **Alterations-** Any alterations on the grounds must be approved by the Bonner County Fair Board before work commences.
13. **Horse Activity Additional Responsibilities-** All above cleaning responsibilities applies plus all stalls must be cleaned completely of manure and bedding down to the dirt floor. All manure must be removed from your event within three days or a manure removal fee of \$1000.00 will be applied to your bill. Close gates and secure; pick up any manure left on lawns; put away all equipment (Jumps, Gaming, Etc.). Straw/shavings on the grounds are for the County Fair and County Horse Show use only. You are responsible for securing your own bedding. Trailer Parking is around Horse Barns and area by loading chute, no trailers in restricted areas. All unattended horses must be stalled or tied safely to a trailer. No animals are allowed overnight unless stalled. Arenas are not available for unattended animals. No horses east of Cattle Barn/ Indoor Arena. No stalling of animals south of Indoor Arena, Swine, or Sheep Barn. Wash rack area needs to be cleaned out. It is your responsibility to collect stall rental fees for your event at \$30 per event. Horse events in the Indoor Arena should limit classes to no more than 15 per class for safety. Abusing an animal on the fairgrounds is no tolerated. No horses or horse trailers allowed east of the Holly Barn, Indoor Arena, Cattle Barn, or RV Campgrounds. Never tie horses to trees or fences. All pawed holes must be filled. Any questions about grounds contact Bob Snider at 208-263-0784-Fairgrounds Manager.
14. **Alcoholic Beverage Privilege-** Groups paying for alcohol privilege must provide a copy of liquor license and/or catering permit, a deposit of \$250, you must post a copy of the liquor license on premises where alcoholic beverages are to be served, alcoholic beverages may only be consumed within a restricted area which is sectioned off from the rest of the area, security is the responsibility of the event organizer. Alcoholic beverages will not be allowed at any sponsored 4-H function.
15. **Deposits-** Your deposits are held in a special account and may be used to repair damage or complete cleaning to return grounds to original condition when rented. Any remaining deposit balance may be applied to rental charges after the grounds have been inspected by the Fair Director or Fairgrounds Manager. Key deposit of \$100 is required prior to issuing keys. Keys must be returned by the time stated on the Agreement. If keys are not returned within five days of the due date, a \$100 re-keying fee per building will be retained from your deposit. No deposit returned until final bill is paid.
16. **Promoter Sponsored Events-**are responsible for filing form ST-124 to Idaho Sales Tax Commission. You are also required to pay the City of Sandpoint a 1% Sale Tax.
17. **Checks Returned NSF-**The party will be charged \$30 and lose future privilege of writing a check to the Bonner County Fair Association.
18. All ATV's and Golf Carts must file a copy of proof of insurance with fair office.
19. We advise that you read Bonner County Fairgrounds Guideline, Procedures, Rules and Regulations, Policies, Map of grounds and Emergency Preparedness.

Complete, Sign and Return with Contract the bottom portion of this page.

Failure to observe the above rules and responsibilities and the Standard Operational Guidelines can result forfeiture of contract to use Fairgrounds and/or deposit(s).

I HAVE READ AND UNDERSTAND THE ABOVE RULES AND RESPONSIBILITIES FOR USE OF THE BONNER COUNTY FAIRGROUNDS. BY SIGNING THE RENTAL CONTRACT, I AGREE FOR MYSELF AND THE ORGANIZATION I REPRESENT TO ABIDE ALL RULES AND TERMS OF THE CONTRACT.

INITIAL: _____

Name of Organization: _____

Representative's Name: _____ **Date of Event:** _____