



# Facility Use and Reservation Policy

## Facility Availability & Rental Hours

- Facilities are available from 8:30 AM-Midnight Sunday-Saturday
- Facilities are not available on the following days
  - New Years Day
  - July 4<sup>th</sup>
  - Thanksgiving
  - The day after Thanksgiving
  - Christmas Eve
  - Christmas Day
  - New Years Eve
- Some facilities may not be available to rent prior to and after Fair
- Please contact the Fair Office to check availability

## Facility Fees

### Little Theater

Facility Use	\$500
Kitchen only	\$225
Meeting room	\$25 per hour
Booking Fee	\$250
Cleaning/Damage Deposit	\$500
Capacity Dinner	200
Seating only/Dance	500
Meeting room Capacity	50
**Has theater type stage**	

### Little Theater Weekday Half Day Special

This facility can be rented Monday- Thursday for up to 4 hours. You will be allowed one hour prior to the event for set up and one hour after the event for clean-up.

Facility Use	\$350
Booking Fee	\$250
Cleaning/Damage Deposit	\$500

### Eastman Hall

Facility Use	\$1250
Booking Fee	\$250
Cleaning /Damage Deposit	\$700
Capacity Dinner	650
Seating only/Dancing	1200

## Eastman Hall Weekday Half Day Special

Rev. 01/23/2018

This facility can be rented Monday- Thursday for up to 4 hours. You will be allowed one hour prior to the event for set up and one hour after the event for clean-up.

Facility Use	\$700
Booking Fee	\$250
Cleaning/Damage Deposit	\$700

### Saloon

Facility Use	\$325
Booking Fee	\$250
Cleaning / Damage Deposit	\$250
Meeting Capacity (chairs only)	260
Dinner	130

\*\*Has western style bar\*\*

### Floral Building

Facility Use	\$325
Capacity	125

### Justin Bigler Pavilion

Facility Use	Request quote
Bleacher Capacity	650

\*\*Available for livestock auctions and/or events\*\*

\*\*Portable bleachers available\*\*

### Madera County Ag Boosters/Associated Feed Pavilion

Facility Use	\$1200
Lights	\$75 per hr
Bleacher Capacity	3,308people

\*\*Portable bleachers available\*\*

### Additional Fees

Security	Request quote
Excessive Cleaning Charge	\$25 per hour
Setup day before event	\$100
Clean up day after	\$100
All time after midnight rate	\$50 per hour
Liability Insurance thru Fair	Request quote
Liquor Liability Insurance thru Fair	Request quote

Park, Barbeque area, Parking lots, and other areas are available to rent. Rent will be based on the event. All prices are subject to change.

## Facility Rental Hours

- Facilities are available for use between the hours of 8:30 a.m. and midnight.
- Renters are allowed 1 hour after the event for cleanup.
- Rentals of more than one day must close between Midnight and 8:00 a.m.
- Renter or designee must be present during all hours of scheduled event.
- Participants must adhere to hours on application.
- Reservation hours must include set-up and clean-up time.
- Clean-up of facility must be completed by ending time on reservation. (No exceptions)
- All rentals involving alcohol must stop serving/selling 1 hour prior to the end of your event.
- Delivery of supplies and/or equipment will not be accepted at facilities prior to the indicated set-up time.
- All individuals associated with the event must vacate the facility by the indicated ending time.
- To adjust hours for the event, the Fair Office should be contacted immediately. The Chowchilla-Madera County Fair reserves the right to deny any changes.

## Reservations

- A non-refundable reservation fee of \$250 is required to reserve a date. We do not have a "pencil me in" policy.
- All rent, insurance, cleaning deposit, etc. is payable 1 month prior to your event.
- All paper work, Rental Agreement, set up sheet, map, security agreement, liquor permit, etc. is due into the fair office 1 month prior to the event. No changes to set up may be made at this time.

## Responsibilities of the Renter(s)

- Renter is responsible for conduct of all participants, supervision of minors, damages and all fees due.
- Participants must agree to obey any and all lawful orders given by the Police Department, Fire Department, and/or staff of the Chowchilla-Madera County Fair.
- If police assistance is required, the event could be closed immediately, and the deposit forfeited.

## Insurance

- Insurance is required for all events
- Certificate of Insurance and an Endorsement in the amount of \$1,000,000 listing the Chowchilla-Madera County Fair as additional insured must be submitted 1 month prior to the event. (If you are providing your own insurance the verbiage needed for the certificate will be provided by the Fair Office). Some events may require more than \$1,000,000 in insurance coverage.
- If alcohol is to be sold, you must provide liquor liability insurance in addition to the standard insurance.
- The renter will pay the cost of the insurance. All insurance may be purchased through the Chowchilla-Madera County Fair.

## Ongoing Facility Use

- Requests for ongoing facility use will be considered on a case-by-case basis.

- If ongoing use is approved, one (1) security deposit will be held on account with the Chowchilla-Madera County Fair for renters with regularly scheduled events on a yearly basis.

### **Smoking is NOT allowed.**

- Smoking is not allowed in any indoor facilities

### **Security**

- The Chowchilla-Madera County Fair and Event Center will make arrangements with the security company.
- Event security may be required at any event, whether or not alcohol is served.
- One security guard per fifty guests is required during the event with a minimum of two guards.
- Chowchilla-Madera County Fair staff has the right to require extra security for the event.
- Security must remain in designated facility until all parties have left the facility.

### **Alcoholic Beverages**

#### **The Chowchilla Police Department may check on events when alcohol is being served.**

- If there is alcohol being served, SERVICE OF ALCOHOL MUST END ONE (1) HOUR before the end of the event. ALCOHOL SERVICE WILL NOT BE ALLOW AFTER 11:00PM.
- All groups selling alcoholic beverages must conform to all State Alcoholic Beverage Control rules and regulations and must obtain any and all permits required by the State Department of Alcoholic Beverage Control.
- Copies of all State Department of Alcoholic Beverage Control permits must be submitted to the Fair Office 1 month prior to the event.
- The renter will pay the cost of the permits.
- All alcohol must be served in non-glass containers.
- Alcohol is limited to beer and wine.

### **Decorations**

- Pursuant to State Fire Marshal Regulations, all decorating material must be flameproof. Candles (lighted or not) may not be used as a part if the decorations
- Any items such as hay bales, Christmas trees, etc. may only be used if they have been sprayed with retardant.(They must be tagged as certified)
- Decorations may not be attached to the building with nails, staples, tacks, duct tape, or anything that would damage the facility.
- Tables must be covered with paper or some other material.
- No decorations may be suspended from the ceiling without prior approval by management.

### **Clean Up**

- If you bring it in, you take it out.
- All trash must be put into dumpster
- The facility must be left the way you received it.

### **Technical Issues During Event**

- A staff member will be on duty during an event.
- If there are any issues, electrical panel, switches, heater, cooling system, etc. contact the staff member and he/she will resolve the problem.

### **Failure to Comply**

- Failure to comply with policies, terms and conditions will result in forfeiture of deposit and possible refusal to rent in the future.

### **Rental Revocation**

- The Chowchilla-Madera County Fair reserves the right to revoke the reservation at any time for any reason deemed necessary, including but not limited to: failure to observe any rules, regulation, fights, vandalism, or improper conduct, advertising an event before approval of application, exceeding building capacity, giving incomplete or incorrect information regarding the nature of the event or number of guests attending the event, or not being in possession of permit and/or licenses.
- If the event is canceled for such reasons, no refund of fees and/or deposit will be given
- The Chowchilla-Madera County Fair reserves the right to revoke the reservation when facility is needed for emergency purposes, in which case all fees and deposit will be returned.