



Fair Complex

WASHINGTON COUNTY FAIR COMPLEX

873 NE 34th Ave., Hillsboro, OR 97124
503-648-1416, Ext. 206 www.faircomplex.com

***CLOVERLEAF COMMUNITY BUILDING-- Friday-Sunday, Non-Private Party Events
(Prices are for Fiscal Year 2018-2019, July 2018 through June 2019.)***

Rental Fees:

\$763.00, includes tables and chairs. All events must end at Midnight and clean-up is from Midnight to 1 AM. Set-up day is \$380.00 if needed. The new ceiling-mounted digital projector and the large wall-mounted screen are available at a package price of \$300.00, or \$200.00 for the projector alone, and \$200.00 for the screen alone. These two items, if requested, also require a \$300.00 refundable A/V damage deposit that will be returned to you via check after the event if the equipment is not damaged during the Use. The full-floor lectern with sound is \$45.00, and the Table-top lectern with sound is \$35.00.

Alcohol, if served, must be served by a licensed and insured caterer or restaurant with the server having an Oregon Liquor Control Commission Server's License, and being covered by a minimum of \$1,000,000.00 (1 million) worth of liquor liability insurance. Any public function where alcohol is served, security is required. The number of security personnel needed is based on how many guests will be attending. The User is responsible for covering the security costs and that expense will be discussed in detail when the details related to the User Agreement are arranged. Starplex Corp. is the company that currently is providing all security services for the Fair Complex. Security costs are \$20.00 per hour, per guard.

Building Specifics:

- 3,200 Sq. Ft. (40' x 80' Room)
- 19' x 24' kitchen
- Occupancy: 150 if you are planning on a dance floor and full seating for all 150 guests, 200 is the limit for events with no dance floor.
- Ceiling Height: 14 feet
- Handicapped Accessible
- Air Conditioned.

8-foot long tables are available, along with 60-inch round tables. The building will be set up with the tables and chairs when you arrive per your requested arrangement. The chairs provided are folding-chairs, however you are free to rent chairs from an outside rental company if you wish to have another style, and have them delivered and set up by the rental company.

The User must furnish a certificate of liability insurance, with the minimum limits of liability being **\$1,000,000.00 per occurrence** for each bodily injury and property damage, **and \$2,000,000.00 aggregate**. The insurance documents will also include a page serving as the Additional Insured Policy endorsement stating the policy has been altered to include ***Washington County Fair Complex, Washington County, their elected officials, officers, agents, and employees*** as additional insured. The name on the insurance certificate must be the same person, persons, company, or organization that appears on the User Agreement.