

## **HALL RENTAL INSTRUCTIONS**

1. NO VEHICLES to enter Exhibit Hall.
2. CARDBOARD or CARPET under all articles possible of causing damage to floor.
3. NO PROPANE GRILLS allowed in hall, or in any building on fairgrounds.
4. Use NO CAUSTIC SUBSTANCES on floor in hall.
5. Use NO DUCT TAPE or GLUE GUNS on surfaces in hall, ONLY MASKING/PACKING TAPE.
6. TAPE NOTHING to HEAT VENTS in ANY MANNER.
7. Attach NOTHING to CEILING TILES or LIGHT FIXTURES. Use wires only.
8. Keep HOT ROASTERS away from walls.
9. Remove ALL GARBAGE to black dumpsters and replace liners.
10. Replace CHAIRS and TABLES in store room in order that were found, please.
11. Use the sink in UTILITY ROOM for MOP WATER or GREASE from roasters.
12. No COFFEE GROUNDS in sinks – use garbage cans.
13. Remove any articles brought to fairgrounds.
14. Clean the BATHROOMS and empty garbage.
15. Pick up litter caused by your event, including any CIGARETTES BUTTS left outside.
16. Fallon County requires and provides POLICING by the Fallon County Sheriff's Office for any event where alcohol is sold. This is to prevent underage drinking or violence.
17. ALL ALCOHOL is to be sold by the licensed insured provider (the bar) i.e. kegs, wine or champagne. Will also need the bar's Certificate of Liability INSURANCE.
18. The caterer will have to have a LICENSE and a Certificate of Liability INSURANCE.
19. If you are a county entity and the Exhibit Hall is not cleaned to meet this request, there will be a CLEANING FEE sent to you.
20. If default on any of these rules the "Tenant" will FORFEIT the HALL DEPOSIT.
21. If **ansul hood is used without an emergency**, you will be responsible for the clean up fee and the cost to refill of ansul tank.

I have on this date \_\_\_\_\_ received and read a copy of the above requirements for use of the Exhibit Hall with regard to my rental for \_\_\_\_\_ on the date of \_\_\_\_\_.

Signed \_\_\_\_\_

## **Storage Room Instructions**

**You are responsible for putting all chairs/tables/racks/panels in the same order and condition found in.**

1. 10-12 rectangle tables per rack
2. 6 round tables per rack
3. 42 – 50 chairs per rack ~ going the same direction
4. New chairs on one rack ~ the dark brown chairs
5. Old chairs on one rack ~ light brown chairs

