

# BUILDING

# RENTAL REQUIREMENTS

Chaparral Building: 300+ persons - 9,250 sq ft.

Zia Building: 400+ persons - 12,702 sq ft

Yucca Building: 300+ persons - 5,225 sq ft

**Deposit to secure date - \$300** deposit to secure building. This amount will be applied to balance of rental and other related charges.

**Rental fee - \$320 per day**

**Move in/ Move out/Rehearsal fee** - A fee half of the daily rental fee (**\$160**) will be applied if the day before or after event is used. *Events ending after midnight will be charged half day rental fee for the following day.*

**Staffing Charge: \$300**

**Clean-up fee - \$150**

#### Items NOT allowed in Buildings:

- No vehicles
- No helium or helium filled items
- No fog or smoke machines used
- No ice stored in refrigerators

**Insurance** - A million dollar (\$1,000,000) combined single limit liability insurance policy must be obtained. It must also name Lea County Fairgrounds as additionally insured. You may secure this policy at insurance of your choice. *A copy of this policy must be submitted to Fair Office before the event.*

- *Western States Insurance 212 N. Love, Lovington 575- 396-1318 (informational purposes only)*

**Security** - For every hundred (**100**) people, you must provide one (**1**) security guard. You may obtain security from: *A copy of security company license, along with your receipt of hire must be submitted to Fair Office before the event.*

- *Superior Security @ 575-631-5282 (informational purposes only)*

**City Permit** - For every event, a city permit must be obtained from the City of Lovington. City Hall will provide this for you. *A copy of this permit must be submitted to Fair Office before the event.*

*Any event cancelled less than seven (7) days prior will not be given a deposit refund. Any checks returned by the bank, upon first presentation, for lack of sufficient funds or a closed account will constitute a violation of the contract. Payment equal to the amount of the returned check, plus a \$35.00 service charge must be made within three(3) days of receipt of such notification. Payment will be accepted only in cash, money order, or cashier's check. Paperwork must be turned in to office staff no later than three days prior to event. Any paperwork missing will be subject to cancellation of event.*

