

MADERA DISTRICT FAIR RENTAL POLICY SUMMARY

EXHIBIT "B"

DATES AND DEPOSITS: Dates will be assigned up to one year in advance. Assignment will be on a first-come, first-served basis, except annual events which will be allowed two week after the close of their event to reserve, with deposit, their same date for the following year. If the deposit is not received, the Association will release the dates without notice.

TO RESERVE A DATE: 50% of the rental fee is non refundable. This deposit will be forfeited if event date is canceled or changed.

PAYMENT: Additional rental fees such as maintenance, cleaning/breakage deposit, insurance, security contract and all other fees and documents are due and payable 2 weeks prior to the event. If not, the event maybe subject to cancellation or a \$100.00 late fee.

DEPOSIT: The Madera District Fair requires a cleaning/breakage deposit, the amount will be indicated on contracts and will be determined on the size of the event. The deposit is refundable within 5 business days after the event, less any fees for labor, cleanup, overtime, damages, etc.

SECURITY: Security is required for all functions. Renter is recommended to contract with Security Company from Madera Fair's pre-approved list. Security to begin at start of event until event concludes. 1 security for every 50 people is required and 1 extra guard for the parking lot. Hired Security Company has the authority to end an event if any of the following reasons occur: number of people exceeds the number of people on security agreement and or rental agreement, if minors are consuming alcohol, and if the public's safety is at risk. The Fair has the ultimate authority to determine the number of guards for each event.

RENTAL HOURS: Access to buildings for decorating and cleanup are from 8:00 AM to 1:00 AM (unless noted otherwise in contract). "Event" hours cannot exceed 8 hours. The building must be clean and completely empty and ready to lock at 1:00 AM. If the "Event" hours exceed the 8 hours, renter will be subject to an overtime charge of \$100.00 per hour.

INSURANCE: All renters will be required to provide evidence of insurance protecting the legal liability of the State of California and the 21-A District Agricultural Association from occurrences as to bodily injury and property damage. Insurance may be purchased through the Fair. (See Exhibit "A" Insurance Requirements) ****RENTER TO PROVIDE SELF-INSURED LETTER****

ALCOHOL: Anyone planning to charge an admission fee, (either direct or donation) or sell alcoholic beverages (direct sales, script, or included in admission fee) MUST obtain a valid liquor license from the Department of Alcoholic Beverage Control (ABC), 3640 E. Ashlan, Fresno 93726, (209 225-6334). Alcoholic beverages in bottles must be served into cups from behind bar. Cans are permitted, but must be opened at the bar. Limit 2 open drinks per person. Renter must make reasonable effort to encourage responsible drinking and to prevent **minors** from drinking.

SET UP: Renter must submit a floor plan (layout) along with specifications for the event 2 weeks prior to the day of the event. If set-up is not turned in on time renter will receive a standard set-up. All set-ups are limited to the ability of the Fair to provide the equipment requested. Any alterations requiring staff, to modify floor plan or to change the set up once the set-up has been approved will be charged a \$50.00 fee.

DAY BEFORE FEES & SCHEDULE:

Hatfield Hall: \$250.00 10:00am – 8:00pm
Home Arts Hall: \$150.00 10:00am – 8:00pm
Any Hall: \$50.00 12:00pm – 4:00pm **if available 2 weeks prior to event*

DAY AFTER FEES & SCHEDULE: Renter may come in the day after to cleanup in the halls between the hours of 8:00am – 12:00pm. A \$75.00 fee will be applied. Renter understands that the day after cannot be guaranteed until the week of event.

DECORATIONS: Renter may **NOT** use any of the following:

- *Glitter *Tack Pins *Staples *Confetti
- *Nails *Screws *Candles *Hay/Straw Bales
- *Tape that can damage the surface of walls. (Duct tape, Masking tape, Packing tape)
- *Animals, *unless approved by Fair Management.* (Service animals Ok).
- *Vehicles, *unless approved by Fair Management.*
- *Drone operation in halls or around Fairgrounds is prohibited, *unless approved by Fair Management.*
- *Smoke machines with ground smoke are allowed. *Fair Management prefers CO2 smoke machines.*

HVAC: Home Arts Hall is equipped with Evaporated Coolers ONLY! By signing the rental agreement, renter agrees to rent hall in an as is condition. Hatfield Hall is equipped with 6 AC units.

FIRE HAZARD INFO:

- *All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
- *Electrical extension cords shall be of the heavy-duty three wire (grounded), hard-usage type and limited to 20 feet in length.
- *Electrical equipment and installation shall be inspected and approved by a qualified person.
- *Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
- *NO blocking or obstruction of exit (s).
- *Doors shall not be locked or chained.
- *Decorative Materials shall be inherently flame resistive or treated.
- *NO open flames of any kind in buildings, such as candles, fireworks, wood/charcoal BBQ, firepits, propane tanks or unapproved cooking equipment.

CLEAN-UP: Buildings or grounds must be in same conditions as it was immediately prior to the event. If clean up is required by the Fair, the renter will be charged at the current hourly rate per maintenance person (see labor charges below). Total charges will be deducted from the deposit, but not limited to the deposit. The renter is responsible for all charges and expenses resulting from damages to the buildings and/or grounds.

LABOR CHARGES: \$25.00 per hour for regular employee and \$35.00 per hour for a supervisor.

AUTHORIZATION: Fair personnel may enter event or facility at any time. Fair personnel also have the authority to end an event if it is in the best interest of The Madera District Fair. Such actions that warrant the ending of an event, include but not limited to minors consuming alcohol, destruction of property, overcrowding, fighting, public safety etc. Violation of any of these may result in shutdown. ****Renter is responsible for the action of the people at their event.**