

# Yolo County Fairgrounds \* 40<sup>th</sup> District Agricultural Association

Office: 1125 East Street, Woodland CA 95776 \* (530) 402-2222

Main Entrance: 1250 E. Gum Avenue

*Office and Maintenance staff is here to assist you in preparing for a successful event. Please read the following information and ask questions if you don't understand or need additional information.*

## **RULES & REGULATIONS FOR FAIRGROUNDS RENTALS:**

### **Quick basics:**

- *The renter/event host is responsible for the action of their guests.*
- *Each building and area has a "maximum capacity" number established by law from the California State Fire Marshal. Failure to comply with the law will result in turning away your guests or closing down your activity and forfeiture of all fees. John Rogers – 250, Home Arts – 350, Waite Hall – 650, Maravirov Hall – 50, other areas also have limited capacity.*
- *Alcohol is NOT allowed at events given for persons under 21 years of age. Misrepresenting the nature of the event could result in closing the event and forfeit of all fees.*
- *ABC license must be obtained at least 4 weeks prior to the event and signed off by the Fair Office and the Yolo County Sheriff's Office.*
- *All alcoholic beverages must be removed from public view and not available for consumption after 11:30 p.m.*
- *Security must be in place, at the event, 30 minutes prior to the start of the event (invitation time) and remain 30 minutes following the close of the event or designated by Fair Management.*
- *It is the renter's responsibility to work with security in controlling the bad behavior of their guests.*
- *Midnight is the end of the event (music stops at 11:45pm, guests leave).*
- *Management reserves the right at any time to make changes to these rules and regulations as deemed necessary.*

### **Pre-event Information:**

- The office staff will work with you on the best location for your type of event and size of attendance. Dates book quickly so you need to plan in advance. Locking in the date will not occur until the deposit/booking fee is received.
- Fairgrounds Staff will also be available to walk through the buildings and/or areas you wish to consider. We will also be available to re-visit as your event starts its planning process.
- "No alike" public events are reserved or scheduled 30 days before or after a similar event. A 60 day "no alike" event policy also applies before and after Fair events. Misrepresentation of any event by a renter or designee will result in the cancellation of event and forfeiture of all fees.

- A deposit of \$500.00 must be paid at the time a reservation is made for any Fairgrounds facility.
  - If a cancellation is *made more than 120 days (4 months)* from the scheduled event there will be a \$250.00 cancellation processing fee. The remainder of the deposit fee, \$250.00, will be returned to you within 30 days.
  - If the event is *cancelled within a 120 days (4 months)* window of the scheduled event date the entire \$500.00 deposit is forfeited.
  - Cancellation of an event must be made in person and/or written notice to the Fairgrounds office.
  - A change of event date will result in a minimum of a \$100.00 fee.
  
- Rental rates are available for all rentable buildings and grounds area. Building rates include chairs, and tables (several buildings also have stages and bar units). Several of the buildings have kitchens and PA systems. All rates listed on the current interim rental rate sheet are “per day” rental charges. Multiple day rentals will be charged accordingly. Rental fees can be negotiated by Fair Management.
  
- Time included in the building rental rates are from 8:00 a.m. to Midnight (until 2:00 a.m. for clean up only). Events will conclude at Midnight. Time limit on the day of rental for use of the grounds (outdoor) facilities is from 8:00 a.m. to 7:00 p.m. (area cleared by dark). Renters must plan their events to comply with the curfews established by the Fairgrounds. Time before 8:00 a.m. and after 2:00 a.m. will be billed at the rate of \$60.00 per hour when a stand-by fair employee is required (cost not to exceed \$900.00) and \$45.00 per hour when a stand-by fair employee is not required (cost not to exceed \$500.00).
  
- Private dances which are not open to the general public, such as wedding receptions, anniversaries, company functions, birthday parties, etc., not sponsored by community or service organizations, may be held at the fairgrounds facilities providing the following:
  - No admission fee or collection is assessed.
  - Admission is by written invitation only.
  - Security is required in accordance to the building rented. A list of pre-approved security companies will be provided by Fair Management.
  
- Fee negotiations, by Fair Management, will be considered for large events (rental of the whole grounds and/or multiple buildings).
  
- Large events also have special needs, especially if operating during the weekends. Fair Management will work closely with planning and operating arrangements. Specific plans should be developed at least 30 days prior to the event. Renter and Fair Management will remain in communications prior, during, and post event to insure the best possible operation. Possible additional costs and requirements might included:
  - EMTs (Emergency Medical Technicians) on site
  - Additional “porta-potties” and porta-showers”
  - Additional dumpster/s
  - Additional electrical service
  - Additional security and/or support assistance.
  - ATMs
  - Additional sound systems
  - Specialty items such as tarps, hay bales, blocks, ticket booths, bleachers, fencing, etc.

- Please keep in mind that children are easily bored when the event is not designed for them. It would be helpful to pre-plan activities that will keep them entertained. When renting a building, outside the building areas/spaces are not available for anyone, which includes children wanting to run around and climbing fences. Parking lots are very dangerous and not designed for play areas. This is a liability and safety issue. Damages will be charged if needed and possible event cancellation may result. **The renter/event host is responsible for the action of their guests.**

**Scheduling an event and contract information:**

- Several forms will be required for scheduling and preparing for your event.
  - Facility Rental Booking – basic information, location, dates, and costs, plus the booking deposit (required to calendar the date).
  - Rental Agreement – contract providing information about location, dates, regulations, and insurance (signed copied required 30 days prior to event)
  - Insurance Information – insurance rider required 30 days prior to event.
  - Security information – form from security company required 15 days prior to event.
  - Set-Up Form – providing information about the set-up arrangements (required 2-weeks prior to event).
  - ABC License, needed if selling alcohol, at least 4 weeks prior to the event.
- Total rental fee is due four (4) weeks prior to the event. Signed rental contract must also be received at this time. Failure to have signed contract returned to the Fair Office may result in forfeiture of all rental rights and fees, including access to the Fairgrounds. If a contract must be re-issued due to loss by the renter, a \$25.00 re-issue fee will be charged.
- All amounts on the original signed contract will apply. All changes to contract including date of event and the use of different facilities will be done in person or written format from the original renter. Changes must be done 30 days prior to event if available and up to the discretion of Fairgrounds Management.
- **Each building and area has a “maximum capacity” number established by law from the California State Fire Marshal. Failure to comply with the law will result in turning away your guests or closing down your activity and forfeiture of all fees. John Rogers – 250, Home Arts – 350, Waite Hall – 650, Maraviov Hall – 50, other areas also have limited capacity.**
- The building and/or area keys will be available the day prior to your event. Keys will be signed out and required back in the office the day after the event or in the case of a weekend, the following Monday. A charge of \$25.00 will be added to the final billing if the keys are not returned to the Fairgrounds Office.
- You may have access to the facility from 8:00 a.m. to 5:00 p.m. the day prior to the event (if available) for decoration and set up purposes. If you need additional hours, and only if facility is available, arrangements must be made with the Event Coordinator at least one (1) week prior to the event date, and must be approved by Fairgrounds Management. Additional hours are charged at a rate of \$60.00 per hour when a standby fair employee is required (cost not to exceed \$900.00) and at \$40.00 per hour without a standby fair employee (cost not to exceed \$500.00).
- Your event packet will contain a “Set-Up” form. This form is required two (2) week prior to the event. The buildings and/or areas come with tables and chairs (and in 3 buildings; stages) that accommodate

the number of people able to use that facility. You have an opportunity to do your own set-up or have the Fairgrounds staff set-up the area for you at \$45/hour/per staff. A design plan must be provided. Please work with the Event Coordinator on plans and ideas; we're here to help. Each building comes with the required number of tables/chairs, stage, and bar unit. Do not take items from other locations. If items additional items are needed, get permission from fair management before taking any action. A change in the type of tables, chairs, etc. will require you to rent the items from a party supply business. The Fairgrounds does not supply table cloths, kitchen ware, or special lighting.

- The Fairgrounds has a sound ordinance for all events. Staff will randomly test the sound levels for 85db at 100 feet and notify the sound engineer to lower the level. Sound engineers are usually very cooperative with this ordinance. Violations could result in the closure of the music/sound portion of the event.

### **Parking and RVs:**

- Parking is associated to the building/area you have rented. Most areas have handicap parking spaces and "fire lane/gates" nearby. All road/path ways are considered fire lanes and must be clear at all times. To avoid damage to grass/soft areas, get permission from staff before you park in these areas.
- Fair Management will assist in developing traffic flow and parking plans to operate the event more smoothly.
- RV spaces within the RV Park are open throughout the year except on 2 occasions; the Fair (third week in August) and the Scottish Games (last weekend in April). There are additional RV hook up locations throughout the facility. Spaces can be rented for clubs and other activities. RV Club renter will work with Fair Management on the number of spaces needed, the locations, and costs.
- Special plans and arrangements will be made if renter and/or fairgrounds will charge for event parking. Rental will work with Fair Management of the costs and operations.

### **Decorations:**

- Buildings and/or facility areas will be cleaned and stocked prior to your event.
- For your safety and that of your guests, the Fairgrounds requires that your decorations must be flameproof and the arrangements of hard furniture must provide easy access and flow within the building/area and that the emergency exits remain clear. No open flames and/or candles are allowed. This is a law set by the State Fire Marshal. Failure to follow regulations may result in closure of your event. Please contact your Event Coordinator with any questions you have about your decorations.
- Only use painter's blue tape. Nails, tacks, pins, or staples are not allowed. Do not use: glitter, sprinkles, sparkles, or confetti as they create a slippery floor problem; duct tape as it creates damage to the walls; or straw, hay, packaging and cellophane, as they are a fire hazard. Do not use masking and/or duct tape on the floors. Placing restrictions is only to avoid costly damages to the building and your final bill and to avoid dangerous and unsafe conditions for you and your guests.

- All tables must be covered.
- If you use a ladder, please maintain safety standards; have someone hold the ladder while someone else is climbing and working on the ladder. Do not use chairs and/or tables as stools or to climb on.
- Outside signage is possible with the approval of the Fair Management. Staff will work with renter in designing the placement areas for event signage. Renter is responsible for putting up and taking down signage. Additional costs may incur if staff takes down the signage.

### **Alcohol:**

- No alcohol is allowed at events given for persons under 21 years of age. Misrepresenting the nature of the event could result in closing the event and forfeit of all fees.
- Any renter, club or organization planning to **SELL** alcoholic beverages **MUST** obtain a valid liquor license from the Department of Alcoholic Beverage Control (3321 Power Inn Road #230, Sacramento – 916/227-2002; or copy the form from their web site). The application form must be signed by the Yolo County Sheriff's Office and the Fairgrounds Office **at least 4 weeks prior to the event**. A copy of the ABC liquor license must be submitted to the Fairgrounds Office. During the event, the original license must be posted at the bar serving area. Selling includes the following:
  - Direct sales of alcoholic beverages.
  - Selling of drink tickets to exchange for alcoholic beverages.
  - Including alcoholic beverages in the prices of a ticket for the event (i.e., dinner/dance tickets, etc.)
- Beverages (both non-alcohol and alcoholic) must be sold and/or served in unbreakable cups for all outdoor events. If alcohol is being served, separate cup types (i.e., color) must be used to distinguish between alcohol and non-alcoholic beverages.
- For building rentals, no alcohol may be consumed outside of buildings. No alcohol allowed on grounds (outside) for building rentals. Failure to regulate may result in closure of the event.
- **All alcoholic beverages must be removed from public view and not available for consumption after 11:30 p.m.**
- Anytime the renter collects money and in turn the renter provides alcoholic beverages, liquor liability insurance is required. Renter is the only authorized entity to provide alcohol at the Fairgrounds facilities. Violation of this policy will result in forfeiture of building rental cost, security deposit and immediate closure of the event.
- *Responsibility and liability for following the regulations from ABC and the Fairgrounds is that of the Renter. Selling or providing alcohol to minors (under 21 years of age) is illegal. It is also illegal to continue to sell or provide alcohol to someone who has had too much to drink. Renter will need to make arrangements if guest/s cannot drive or are misbehaving. The security team will be able to assist.*
- *In accordance with the ABC "Alcohol Management Policies – Guide Practices for Fairs & Special Events."*
  - *Servers must be at least 21 years of age to sell or serve alcohol.*

- *Servers may not consume alcohol while on duty because alcohol affects one's ability to make good judgments.*
- *Patrons must be at least 21 years old to be served alcohol.*
- Consider using professional bartenders.

**Insurance:**

- Insurance is required for all events.
  - Private (individual) events **must** purchase insurance through our Fairgrounds Office. The policy is made available by Haas & Wilkerson Insurance. Information and costs will be provided by Fair Management. This must be done at least 4-weeks prior to the event.
  - Events/activities selling alcoholic beverage must purchase an additional liquor liability policy. This is also available through our office via Haas & Wilkerson Insurance. The additional cost is determined by the number of days for the event/activity and the number of people attending. Fair staff will provide the information on the cost of the liquor liability insurance.
  - Events considered hazardous, dangerous and/or involve livestock have a higher insurance level (\$3M) than a normal event (\$1M). Fair Management will provide information and cost for the larger policy.
  - Events sponsored by groups and/or organizations may purchase insurance through our Fairgrounds Office. The policy is made available by Haas & Wilkerson Insurance. Information and costs will be provided by Fair Management. The insurance must be paid least 4-weeks prior to the event.
  - OR
  - Events sponsored by groups and/or organizations may provide a "Certificate of Insurance Liability" through their own insurance company. The insurance certificate is due back in the Fair Office at least 4 weeks prior to the event.
    - The certificate must have the following:
      - An original signature
      - Certificate must read as follows: (as description of operations ...) *"The State of California, the 40<sup>th</sup> District Agricultural Association, County or Citrus Fairs, their agents, officers, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."*
      - Certificate must read as follows: (certificate holder) *"State of California, 40<sup>th</sup> District Agricultural Association, Yolo County Fairgrounds, 1125 East Street, Woodland CA 95776"*
      - The amount of public liability coverage is to be \$1,000,000 CSL, unless otherwise stated in Exhibit C (\$3M for livestock and/or high risk events).
      - The insurance company will not cancel without 30 days prior written notice.
      - Policy dates include the event set up date/s, date/s of the event, and date/s needed to clear the grounds.

### **Sound Policy:**

- Fair Management has set a maximum sound level of 85 db at 100 feet for interim events; entertainment, announcing, rides, and other sound producing activities. Fair staff will monitor sound level and notify sound system provider if the level needs to be reduced.
- Outdoor events will stop their music (or other sound systems) at the time prearranged by Fair Management and/or no later than 10:30 p.m. Indoor events will stop their music (or other sound systems) at the time prearranged by Fair Management and/or no later than 11:45 p.m. so that event will close at midnight.
- Renters will acknowledge that the Yolo County Fairgrounds is a family friendly facility and will not abide music/noise or other sound systems that sanction violence, gang activities, abusive language, drugs, or other negative behavior.

### **Security:**

- Security is required and must be provided by a company pre-approved by the Fairgrounds. Security company names listed below. A copy of the Security Contract is required in our office no less than 30 days prior to the event. Failure to submit security contract with number of required security personnel representing the building/s and/or area of the event could result in cancellation of event and forfeiture of deposit. **Security must be in place, at the event, 30 minutes prior to the start of the event (stated on the invitation) and remain 30 minutes following the close of the event or designated by Fair Management.**
- Minimum required security guards for buildings: Maraviov Hall -1; Home Arts – 4; John Rogers – 3; Waite Hall – 6. Fair Management will work with group organizers on security needs for outdoor and larger events. Some events may also need to add “wandering” stations for their event. Depending on the type of event, Fair Management may determine if additional security guards are needed.
- To insure a safe and well run event, the renter/event host and an assistant will meet with security personnel, prior to the event, to discuss policies and determine a plan if problems should occur. Renter (or designated person) and security personnel should be in communications during the event. **It is the renter’s responsibility to work with security personnel in controlling any negative behavior of their guests.**
- Security personnel can assist renter (by advising and/or assisting) in insuring that alcohol is not served to minors, that adequate arrangements have been made to check identifications and have sufficient supervision provided to avoid servicing alcohol to persons already having too much alcohol. Responsibility of alcohol regulations is that of the renter. Monitoring and insuring that regulations are met is the responsibility of the security team. They will also call Fair Management for support and/or Law Enforcement agencies if needed.
- Alcohol will not be served or present at an event if the event is for a minor (under 21 years of age). This includes the parking lots. Security will stop the serving of alcohol and contact Fair Management to close the event.

- Failure to follow the Fairgrounds policies and/or maintain an orderly event, the security team can stop the event and will contact Fair Management. Security also has the authority to ask for additional support from either their company and/or local law enforcement. Additional security personnel may result in additional cost to the renter. This will also result in the forfeiture of the event deposit.
- For building rentals, no alcohol may be consumed outside of buildings. No alcohol allowed on grounds (outside) for building rentals and parking lots. Failure to regulate may result in closure of the event.
- Security Companies pre-approved by Fair Management:
  - DWB Protective Services, 916.344.9000
  - BSP-Security, 530.383.0324
  - Nor-Cal Security, 510.938.4663
  - Professional Event Services, 707.489.6238
  - Knight Shield Security, 800.779.8481
- If the pre-approved security companies are unavailable for your event, you must contact Fair Management for additional names and/or approval of the company you have contacted before the contract is signed.

**End of the event:**

- **Midnight is the end of the event (music/noise for inside events stops no later than 11:45pm, music/noise for outside event must stop no later than 10:30pm, guests to leave by midnight).** The renter has the building/facility until 2:00am for clean up by a small group of people. **Alcohol will stop being served at 11:30pm.** Event hosts and security teams will tell guests to leave. Event hosts should insure that their guests are able to drive or provide alternative drivers or avenue to get home.
- **Renter is responsible for removing all personal items, decorations, “garbage” (placed in the proper dumpsters outside the building), and general cleaning and picking up of the facility. Renter needs to “wipe down” and clean the tables/chairs and kitchen area. Fair staff will pick up and stack tables and chairs. If additional time is needed to clean the facility (tables/chairs, floors, etc.), by Fair staff, the renter will be charged \$45/hour/per staff for the extra needed cleaning against the deposit fee (or invoiced).**
- Renter is responsible for the actual repair costs for any damage to fair property and needs to discuss the situation with Fair Management.
- The keys will be returned to the Fair Office the day after the event or a date arranged by Fair Management.
- After the event, the deposit will be applied to charges incurred (if any) and the balance refunded. Any balance due to the renter will be refunded within 30 days of the after-event billing.



- For large events, Fair Management will schedule a post-event meeting to review the activities and what would be done for the next event. We appreciate comments from all our renters and would be happy to meet with anyone regarding their event.
- If there is an amount due to the Fair, over and above the normal costs already paid, following the event, it is due immediately upon receipt of the invoice. Interest of 1% will be charged monthly on any unpaid balance after 30 days.

**Fairgrounds Ordinance:**

- For your safety, the safety of others, and the liability of the fairgrounds:
  - No pets allowed on the grounds without prior approval.
  - No skating, skateboards, roller blades, bike riding, and scooters allowed.
  - Illegal drugs, firearms, and/or any type of weapons are prohibited anywhere on the fairgrounds.
  - Speed limit in the parking lots is 15 mph; and 10 mph on the inter grounds.

*Yolo County Fairgrounds Management and Staff*  
Feb. 2014