



10-A District Agricultural Association
 Tulelake-Butte Valley Fairgrounds
 P.O Box 866, Tulelake, CA 96134
 Phone: 530-667-5312 Fax: 530-667-3944
 Website: www.tbvfair.com Email: tulefair@cot.net

Facility Rental Application

Thank you for choosing the fairgrounds for your event. Please complete this application and read Exhibit "B" carefully. All rates are subject to change without notice. A non-refundable holding deposit fee of \$50 must be paid in order for the event to be scheduled on the fair's rental event calendar. No events will be scheduled until the renter pays the \$50 non-refundable holding deposit. The \$50 holding deposit fee will be credited towards the rental fee.

All fees must be paid in full 10 business days prior to the event date. The curfew time for all events is NO LATER THAN 11:00 PM. ABSOLUTELY NO EXCEPTIONS & NO REQUESTS FOR CURFEW TIME EXTENSION.

Name of Renter: _____ Email Address: _____

Mailing Address: _____

Person to Sign Contract: _____ Contract Phone #: _____

Date of Event: _____ Description of Event: _____ Hours of Event: _____ to _____

Set up Date(s): _____ Set up Hours: _____ to _____ Date facilities to be clean by: _____

Estimated Attendance: _____ Alcohol Sold: _____ ABC Permit Applied for: _____ Alcohol Served/Consumed: _____
 (Yes or No) (Yes or No) (Yes or No)

Building(s) Requested for Rental:

Home Economics Building: Please select from the following options:

- \$300 Main Hall/West Wing/Kitchen \$250 Main Hall/Kitchen \$200 Main Hall Only
 \$150 West Wing/Kitchen \$100 West Wing \$75 Kitchen Only

\$200 Arts & Crafts Building \$250 Arts & Crafts Building/Kitchen

\$300 Commercial Building/Restroom Building \$350 Commercial Building/Restroom Building/Kitchen

\$400 Main Exhibit Building/Restroom Building \$450 Main Exhibit Building/Restroom Building/Kitchen

Note: Rental Price includes the use of unlimited number of tables and chairs at no additional cost. If more than one rental event is occurring at the fairgrounds at the same time, the first event booked and paid for with a \$50 deposit will have first choice of the tables and chairs. If there are not enough tables and chairs for the second event, it will be the renter's responsibility to provide the tables and chairs for their event. The fair will not be responsible for providing the tables and chairs. No glass beverage containers allowed.

Additional Rental Fees: Charges below are additional to the building rental fee and must be paid 10 business days prior to event. Please complete.

- Rental Event:** Be aware that there may be other rental events going on at the fairgrounds during your rental event. Please see above regarding the table and chair policy for multiple events on the same date(s).
- Set-up/Cleanup:** Setup includes one day prior to event. Cleanup must be completed the day following the event. If set-up and cleanup requires more than one day, there will be a \$25 per day fee.
- Garbage Fees: REQUIRED / NO EXCEPTIONS** - Each rental will be charged a fee for garbage service. (Rate determined by attendance level or number of garbage dumpsters used)
 \$25 for 100 guests and under OR \$100 for parties over 100 guests
- Personnel Fees: REQUIRED / NO EXCEPTIONS** -The Fairgrounds will supply fair staff personnel to oversee the event. The renter will be responsible for paying for the personnel costs at a rate of \$15/per man hour. One (1) fair personnel shall be designated per event. Excludes events that occur during normal business hours 9 a.m. to 5 p.m. Monday thru Friday.
 _____ Estimated hours of event x \$15.00/per man hour

* Renter may be charged additional personnel fees after the event if costs exceed renter's payment of pre-paid personnel fees. Additional fees will be deducted from event deposit.

Other Rental Facilities Requested: Please select from the following options:

- \$75 Per Food Concession: Food Concession Building Carousel
 \$75 Restrooms, per building: Grandstand area Main area Carnival area Livestock area
 \$100 Grass Area/Gazebo Area (includes use of one restroom building)
 \$150 Livestock Barn (3 available)

Tables & Chairs Requested: Please complete.

- White Folding Chairs _____ Amount requested
 30" x 8' Beige Rectangular Banquet Tables _____ Amount requested
 60" Beige Round Tables _____ Amount requested

*There are more assorted color metal folding chairs (500 available), 3' x 8" wooden tables and 50" grey round tables also available.

Other Items Requested

- Indoor Stage \$50 (in Home Ec Building, Main Exhibit & Commercial Building only)
 - Indoor Bar \$25 (in Home Ec Building, Main Exhibit & Commercial Building only)
 - 100-cup Coffee Pot \$10/day (2 available)
 - Gas Barbecue - \$30/per day of use
 - P.A. System \$50/per day of use
 - 4' x 8' Lattice Panels (for indoor use only @ \$4 each) _____ Number requested
 - Porta-Cool Fan - \$25/per day of use
- Outdoor Items: Stage/\$50 Picnic Tables/\$10 Benches/\$5 Lights

Keys Requested: One set of keys will be issued to the renter.

Event Deposits:

In order to reserve a date for your event, the renter must provide a holding deposit of \$50.00 to secure a rental date. This amount will be applied to the rental fee. For daily rental events that are serving and/or selling alcohol a deposit of \$1,000.00 is required prior to the event. For daily rental events that are not serving and/or selling alcohol a deposit of \$250 is required prior to the event. For multiple day rental events, the deposit fee will be determined by the fair management.

Insurance Requirements:

The State of California requires every user of a fairground facility to provide liability insurance coverage. You may provide a certificate of insurance which meets the criteria as specified in the contract or purchase it through the fairgrounds from California Fairs Service Authority.

- Providing own insurance certificate.
- Purchasing insurance through Fairgrounds (rate per day by attendance):

Attendance:	Under 100	101-500	501-1,500	1,501-3,000	3,001-5,000	Over 5,000
Insurance Cost:	<input type="checkbox"/> \$70	<input type="checkbox"/> \$110	<input type="checkbox"/> \$165	<input type="checkbox"/> \$235 <input type="checkbox"/> \$310	Ask for quote	

Clean-up Options:

Renter is responsible for take-down and put away of all tables and chairs and other items used for the rental belonging to the fairgrounds. To clean the restrooms and kitchen. To sweep and mop all floors. Renter is responsible for take-down, cleanup and removal of any personally owned decorations and materials.

OR

Cleanup Options Offered by Fairgrounds:

For a clean up fee, the fairgrounds will take down tables and chairs and clean floors (excluding clean up of decorations)

- Full Cleanup - \$200.00 minimum Final Mopping only - \$40.00 per man hour

I have carefully read this application and "Rules for Fairgrounds Facilities (Exhibit B)" which will be made as an attachments to my contract. By my signature below I agree to all conditions stated in this application and "Rules for Fairgrounds Facilities (Exhibit B)."

(Signature of Renter)

(Date)

Payments Received (For Fair Use Only)

	Amount	Rect. #		Amount	Rect. #
Damage/Cleaning/Security Deposit			Porta Cools		
Rental Holding Deposit			Indoor Bar		
Rental Fee Balance			Coffee Pot		
Insurance			Gas BBQ		
Garbage			P.A. System		
Personnel Fee			Lattice		
Stage			Other		

FACILITY RENTAL RULES

1. **Holding Deposit:** A non-refundable holding deposit fee of \$50 must be paid in order for the event to be scheduled on the fair's rental event calendar. No events will be scheduled until the renter pays the \$50 non-refundable holding deposit. The \$50 holding deposit fee will be credited towards the rental fee.
2. **Damage/Cleaning/Security Deposit:** For daily rental events that are serving and/or selling alcohol a deposit of \$1,000.00 is required prior to the event. For daily rental events that are not serving and/or selling alcohol a deposit of \$250 is required prior to the event. For multiple day rental events, the deposit fee will be determined by the fair management. The Individual or organization granted use of the facilities will be held responsible for any damage, failure to clean, loss of or to the property caused by such use or flagrant violation of any other condition of the Rental Agreement. If any of these circumstances occur, any or all of the deposit will be withheld for such at the discretion of the fair management. The damage/cleaning/security deposit will be returned after approval of the next scheduled board meeting following the event.
3. **Additional Charges:** The Fair Association will deduct any and all additional expenses from the Damage/Cleaning/Security Deposit.
4. **Selling of Alcohol:** All events held at the fairgrounds that are selling alcohol are required to have a valid ABC permit. The renter is solely responsible for applying for and providing the fairgrounds a copy of the approved ABC Permit prior to the event. The fee for the permit is \$25. Call the ABC Redding Office at 530-224-4830 for more information and instructions on how to apply for the permit. The approval process for an ABC permit can take up to 3 weeks, so please plan accordingly. The fair association is not responsible for the ABC permit process. **NO** glass beverage containers will be allowed during the rental of these buildings.
5. **Rental Facilities:** Only the facilities, equipment, or any other property included in the Rental Agreement may be used, except with prior approval of the C.E.O. of the Fair Association. *All juveniles must be under constant adult supervision.* The renter, employees, public and anyone else who may be on the premises due to this rental agreement are not to be allowed in other fairgrounds facilities/areas that are not under this contract. There will be no rentals 30 days prior to the annual fair in September.
6. **Payment / Keys:** **All fees must be paid in full no later than 10 business days prior to the event.** This includes the Damage/Cleaning/Security deposit, rental fees and insurance fees (if purchasing). Keys will not be given out until all rental fees have been paid, including the deposit; an executed contract and an insurance certificate (if applicable) are on file. \$50.00 per set will be charged for keys not returned within 48 hours of event. Payment of the deposit must be made by cash or cashier's check/money order. Payment for rental and insurance fees may be made by cash, cashier's check/money order, personal check or credit card
7. **Event Personnel:** The Fairgrounds will supply fair staff personnel to oversee the event. The renter will be responsible for paying for the personnel costs at a rate of \$15/per man hour. One (1) fair personnel shall be designated per event. Excludes events that occur during normal business hours, Monday thru Friday 9 a.m. to 5 p.m. The Renter may be charged and agrees to pay additional personnel fees after the event if the costs exceed the renter's payment of pre-paid personnel fees. Any additional personnel fees will be deducted from the Damage / Cleaning / Security deposit. The California Highway Patrol office will be notified prior to the event by the fair office.
8. **Curfew:** The curfew for all events is 11:00p.m. Absolutely no exceptions and no time extension requests.
9. **Weapons:** Weapons are not permitted on the fairgrounds except as provided by law (Penal Code Section 171b).
10. **Equipment Usage:** Under no circumstances will any Fair equipment, utensils or any other property be removed from the premises. Under no circumstances will the fair allow the usage of any type of ladder owned by the fair association for usage by the renter. **NO EXCEPTIONS!**
11. **Vehicles/Parking:** During the event all vehicles are to be parked out in the front parking lots. No Fair streets or gates are to be blocked at anytime; there must be constant access for emergency vehicles. Vehicles are not allowed to be parked inside the fairgrounds during the event.
12. **Decorations:** Nails are not allowed. Thumb tacks and tape may be used, but must be removed after use. If not removed, additional fees will be deducted from the deposit upon the fair management's discretion. The Home Economics and Commercial Buildings have vinyl-covered sheetrock walls. *Do not* use tape that may pull off the finish.
13. **Outdoor Lights:** For the safety of your guests, outdoor lights must be used for nighttime events.
14. **Cleaning Responsibilities:** The renter is responsible for all set up and clean up of the facility. Setup includes one day prior to event. Cleanup must be completed the day following the event. If set-up and cleanup requires more than one day, there will be a \$25 per day fee. All equipment, such as tables and chairs, set up by the renter are to be returned to the storage racks in a neat and orderly fashion. If chair and table carts are not being left in the building during event, renter is responsible for removing and replacing them. Place racks only on solid surfaces such as pavement or sidewalk. Do not put racks out onto the lawn — if wheels hit a soft surface, they will fall off. Care is requested in handling all equipment. Any liquid spills should be wiped up as quickly as possible. The areas used by the renter are to be dust mopped and wet spot mopped with mops furnished by the Fair Association. Renter must check with fair staff prior to rental for location of all cleaning supplies and receive personal cleaning instructions. Leave kitchen clean and flush all toilets. All decorations, props, etc. must be removed from the facility at the time of cleaning. Empty all smaller garbage containers into waste barrels. All cardboard is to be broken down before being placed in the dumpster. Lights (indoor and out), heater thermostats and oven/stove settings all need to be returned to initial settings or off. If you are using outdoors lights, be sure to turn that breaker off. Should any unnecessary electricity (i.e. lights not turned off) or heat be used the renter will be charged for such use. In the event that any additional cleaning, removal of decorations or re-organization of tables and chairs is required it will be performed by the fair staff and charged \$40/per man hour. These fees will be deducted from the Damage/Cleaning/Security Deposit.