

**Polk County Fair**  
**ARENA RENTAL RULES**

**THE FOLLOWING INFORMATION IS PART OF YOUR AGREEMENT.**

A signed agreement means Lessee agrees to abide by the following regulations

1. **INSURANCE** Lessee shall provide satisfactory evidence of general liability insurance, including a copy of the endorsement adding Polk County, Polk County Fair Board, its officers and employees as additional insured. The minimum limits of liability shall be: \$1,000,000.00 per occurrence for each bodily injury and property damage.
2. **RESERVATIONS** A non-refundable deposit of \$150.00 will be required to hold any dates in the future. The deposit will be applied to your rental fee when you hold your event.
3. **DEPOSIT** A cleaning and damage deposit of \$500.00 non-alcohol event and \$2,500.00 for an events serving alcohol will be required for all events. This deposit is fully refundable if the areas used are left clean and undamaged to the satisfaction of the Maintenance Supervisor.
4. **SECURITY AND PARKING** It is the Lessee's sole responsibility to control parking and arrangements for security and crowd control. If our staff has to step in, you will be charged \$100.00 per man-hour, minimum \$200.00. You must check with the Fair Office for guidance with traffic flow.
5. **PARKING** is available for all events. We will make every effort to provide parking in close proximity to your event. The parking lot will not be reserved by Lessee.
6. **RENTED AREAS** people and Animals in shows only are restricted to the areas rented during the times specified on the agreement. Areas used by Lessee that are not specified on the agreement will be charged to the Lessee at the present rental rates.
7. **SET-UP, CLEAN-UP & TAKE DOWN** lessee is responsible for all **SET UP, TAKE DOWN, & CLEAN UP**, unless otherwise arranged. If the Fair staff sets up and takes down or does additional cleaning when not prearranged, your event will be billed \$100.00 per man-hour. Anything after 10:00pm or before 7:00am there will be a \$50.00 per man-hour charge.
8. **ARENA WORK** The arena will be worked before your event, once during your event and then again after your event. Any additional drags of the arena by our staff on our equipment will be charged to the Lessee at \$30.00 per arena run.
9. **ARENA LIGHTS** No one is allowed to turn on the arena lights without written permission from fair management.
10. **EQUIPMENT** No one is allowed to use the fair's equipment (i.e. tractor, tiller, harrow etc.) without prior written permission from fair management. No other equipment is allowed to be used on the grounds without prior written permission from fair management. **NO ONE UNDER 18yrs. OF AGE IS ALLOWED ON ANY EQUIPMENT ON THE FAIRGROUNDS AT ANY TIME.**
11. **CONCESSIONS** The Fairgrounds has its own concessionaire and caterer, there is no charge to use either one. If you choose to use your own there is a fee of 15% of gross sales on all food and alcohol
12. **NO DOGS ALLOWED IN THE ARENA AREA (Except service animals).**
13. **NO SMOKING IN BARNS OR BUILDINGS.**
14. **NO ALCOHOL WILL BE ALLOWED ON THE GROUNDS. (without prior written approval from Fair management).**