

**Rental Fees & Information on Arts & Crafts Building
Capacity 280**

Rental Fee	\$300.00 (\$100.00 non refundable holding fee within 14 days of booking) All paper work required, must be in 60 days prior to event.
Alcohol Event	\$600.00 (\$200.00 non refundable holding fee within 14 days of booking)
Cleaning Deposit	\$200.00 if not serving alcohol \$1,500.00 if serving alcohol. Fully refundable if building and grounds are left as found.
Tables	Rental comes with 12 tables- Additional tables can be rented for \$4.00 each.
Chairs	Rental comes with 72 chairs- Additional chairs can be rented for \$1.00 each.
Stage	Pieces are 4' x8' rent for \$10.00 each. 20 available.
Picnic Tables	\$15.00 each.
Liability Insurance:	Must show proof of general liability Insurance in the amount of \$1,000,000.00, which can be obtained through your homeowners Insurance or any other Insurance company that carries event Insurance. It must have Polk County, Polk County Fair Board, its officers and employees as additional insured.
Security:	Security is required if serving alcohol or more than 200 people are attending. No alcohol can be served before security has arrived. Security will be here from the time you start serving alcohol until all of your guest leave. TCB security services will provide security, 3 security for the first 200 people and 1 security guard for every 100 people after that. Fees & arrangements for the security can be made through the Fairgrounds Office. TCB will be monitoring the number of people attending your event, if you should exceed the amount you specified you will either need to ask some of your guests to leave or pay the penalty fee of \$300.00.
Alcohol:	If alcoholic beverages will be served or consumed, they must be through an approved Liquor service licensed with the Oregon Liquor Control Commission (OLCC) who will monitor the service and consumption of alcoholic beverages during the period of the lease. Alcoholic beverages will not be served to visibly intoxicated persons or people under the age of 21 years. All alcohol must stay in the building. No alcohol is allowed on the grounds or in the parking lot. Approved Liquor Services Affair Catering – 541-812-8787 Oregon Beverage Service – 503-362-3391
Time Frame:	The rental time period is 8:00am to 12:00am. This time frame includes your set up and clean up. The Band must stop playing at 10:30 pm. You must shut down your party by 11:00pm. The doors will be locked at Midnight and any clean up not finished by that time will be charged to your deposit.

Clean up: Tables & Chairs

All tables, chairs and benches must be cleaned and left as found. Extra tables and chairs must be cleaned and restacked as found, leg side up on table carts. All tables and carts are numbered to each other. Please stack tables according to number on table. Dark brown chairs are to be hung on the upright chair carts and light brown chairs are to be stacked upright on the long chair carts

Floors:

Floors are to be swept in every room including the restrooms. Beverage spillage must be cleaned up.

Garbage:

All garbage must be dumped in the green dumpsters outside the back doors of the Main Building. Garbage cans must be relined with 35-45 gallon liners.

Parking lot:

All garbage, bottles and cans must be picked up. The parking lot must be left as clean as found.

Kitchen:

Wipe down all of the counters, clean all sinks, sweep floor.

Location of Cleaning supplies:

Brooms, and dustpans are kept in the kitchen. It is your responsibility to bring washrags to wash down the tables and chairs.

Deposit return:

If tables and chairs are not cleaned before being put away, there will be a charge for us to do it.
If areas are not left clean as found there will be a minimum \$200.00 charge, clean up fees are \$100.00 per man-hour.