

**Rental Fees & Information on Building D – Private event  
Capacity 126**

<b>Rental Fee</b>	\$300.00 (\$150.00 non-refundable holding fee within 14 days of booking) All paper work required, must be in 60 days prior to event.
<b>Alcohol Event</b>	\$520.00 (\$300.00 non-refundable holding fee within a week of booking)
<b>Cleaning Deposit</b>	\$200.00 if not serving alcohol \$1,500.00 if serving alcohol. (Fully refundable if building and grounds are left as found)
<b>Tables</b>	Rental comes with 6 tables- Additional tables can be rented for \$6.00 each.
<b>Chairs</b>	Rental comes with 36 chairs- Additional chairs can be rented for \$1.00 each.
<b>Stage</b>	Pieces are 4'x8' they rent for \$10.00 each. 20 available
<b>Picnic Tables</b>	\$15.00 each
<b>Liability Insurance:</b>	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. It must have host liquor liability if serving alcohol.
<b>Security:</b>	Security is required if serving alcohol. <b>No alcohol can be served before security has arrived.</b> 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.
<b>Alcohol:</b>	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. <b>Approved Liquor Services</b> Pavilion Catering – 541-590-9212 Annie Oregon Beverage Service – 503-362-3391 Heather
<b>Food &amp; Catering:</b>	You may bring in your own food or have your event catered by one of our approved caterers: Pavilion Catering – Annie Boatner 541-590-9212 Forks & Corks Catering - Kate Lynch 541-286-4412. If you are having an event catered and are not using one of the above caterers you must get prior approval from Fair Management, the fee is 10% of their gross sales
<b>Time Frame:</b>	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 by 10:30pm. 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 and chairs are to be cleaned and restacked on cart 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. Beverage spillage must be mopped 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 40 - 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, and sweep floor.

**Location of cleaning supplies:**

Brooms and dustpans are kept on the wall at the east end of the building. Be sure to use fresh clean water for every spill. It is your responsibility to bring washrags to wash down the tables and chairs before restacking them.

**Deposit return:**

If tables and chairs are not cleaned before being put away, or stacked correctly you will be charged.  
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.