

## **Rental Fees & Information on Arena Public Event**

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| <b>Rental Fee</b>                 | \$500.00 (\$150.00 non-refundable holding fee within 14 days of booking)<br>All paper work required, must be in 60 days prior to event.  |
| <b>Alcohol Event</b>              | \$1,500.00 (\$300.00 non-refundable holding fee within 14 days of booking)   |
| <b>Catering &amp; Concessions</b> | The Fairgrounds has a concessionaire and caterer, there is no charge for groups to use either one. A request must be submitted at least 60 days in advance for concessions. If you choose to use your own the fee is 10% of their gross sales.   |
| <b>Cleaning Deposit</b>           | \$500.00 if not serving alcohol \$2,500.00 if serving alcohol.<br>(Fully refundable if building and grounds are left as found)   |
| <b>Bleachers</b>                  | Rental comes with bleachers in place, \$50.00 for each bleacher that needs to be Moved.  |
| <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 home owners 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. Celtic security services will provide security, 3 security guards 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. Celtic 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.<br><b>All alcohol</b> must stay in the arena area. No alcohol is allowed on the grounds or in the parking lot.<br><br><b>Approved Liquor Services</b> – Oregon Beverage Service – 503-362-3391   |
| <b>Time Frame:</b>                | The rental time period is 8:00am to 12:00am. This time frame includes your set up and clean up. You must shut down your event by 11:00pm the area will be locked at Midnight and any clean up not finished by that time will be charged to your deposit.   |

**Clean up:**

**Arena and surrounding areas:**

Clean up all manure and either dump it in the practice arena or haul it off. All straw, hay, etc. needs to be hauled off the grounds. DO NOT put in garbage cans or any manure boxes that are stored in the horse barn. DO NOT put any manure in dumpsters behind Main Building.

**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 - 40 gallon liners.

**Parking lot:**

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

**Bleachers:**

All bleachers must be free of garbage both on top and underneath

**Deposit return:**

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.