

# BOULDER COUNTY FAIRGROUNDS POLICY MANUAL



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## **SECTION I: INTRODUCTION**

The Boulder County Fairgrounds was developed in its present location in the late 1970s and is an important community gathering place, serving the public with a multitude of year-round rural and urban uses. Its facilities offer a connection to the rural character of Boulder County by supporting a variety of livestock and dog shows, equestrian related activities, 4-H programs, Farmers Markets, and the annual Boulder County Fair. In addition, the Fairgrounds offer facilities for picnicking, camping, meeting spaces, and a variety of events and shows.

## **SECTION II: MISSION STATEMENT**

The Boulder County Fairgrounds provides a multi-use public facility for arts, agriculture, equestrian activities, education, entertainment, and recreation in a fiscally sound and environmentally conscientious manner for the benefit of the community while providing economic stimulation and preserving the heritage and future of the county.

## **SECTION III: POLICY STATEMENT**

1. The Boulder County Fairgrounds operates under the management of the Boulder County Parks & Open Space department and direction of the Board of County Commissioners.
2. Major proposed policy changes are reviewed by the Parks & Open Space Advisory Committee and are approved by the Board of County Commissioners.
3. Use of any facility at the Fairgrounds and property requires a Lease Agreement between the Tenant and Boulder County. Commercial activity is prohibited on any Parks & Open Space property without a lease. At the discretion of the Director of the Parks & Open Space department, the facilities may be closed and not available for rent. The Fairgrounds and its facilities are closed, and not available to lease, on county holidays or other days as determined by the Director of the Parks & Open Space department.
4. Boulder County charges fees for use of Fairgrounds facilities and property. Fees have been established by the Board of County Commissioners after a public hearing.
5. Tenants must be aware of, and abide by, all policies, rules, and regulations regarding use of the Fairgrounds, including the Rules and Regulations for Boulder County Parks & Open Space Areas, as adopted and amended by the Board of County Commissioners, a copy of which may be obtained from the Parks & Open Space department, the Fairgrounds Office, or on Boulder County's website.
6. Tenants are responsible for damages (above and beyond normal wear and tear) that occur during the term of their lease.
7. Boulder County reserves the right to refuse to lease to anyone for any reason within its reasonable discretion and/or cancel any lease or service to anyone for non-compliance of any rules or regulations of Boulder County.
8. Boulder County will not lease any portion of the Fairgrounds to any person or entity that intends to use exotic animals as a part of its lease, or any use of any persons or animals in a manner that Boulder County believes to constitute exploitation or abuse. For the purposes of this policy, an "exotic animal" shall be interpreted to mean any living non-domesticated animal species that is not being raised for agricultural purposes. This policy shall not apply to exhibits that Boulder County deems to be educational.
9. Boulder County will not lease any portion of the Fairgrounds to any person or entity for gun shows because they would violate Boulder County ordinances.

10. Parks & Open Space staff will allow tenants conducting “historical events” (as defined below) preferential booking for those events and will offer protection to such tenants from new events that conflict with historical events.
11. Vehicles parked in unauthorized locations at the Fairgrounds will be towed at owner’s expense.
12. Tenants may place advertising/signage on designated banner areas only. No other signage is allowed unless authorized by the Fairgrounds Manager.
13. The Fairgrounds may be needed for emergency response during an emergency. In such an emergency, events being held or to be held at the Fairgrounds may be canceled. Under such circumstances, rental deposits shall be returned with no other compensation due to event managers or their entities and with no additional liability to the county.
14. The Fairgrounds is a limited public forum and, as such, protest is allowed on the grounds subject to reasonable time, place, and manner restrictions established in the Boulder County Personnel and Policy Manual.

#### **SECTION IV: SCHEDULING PROCEDURES**

1. Contact the Fairgrounds Scheduling Coordinator for date and facility availability.
2. All events are subject to review from the following Boulder County departments and agencies: Boulder County Parks & Open Space department, Boulder County Risk Management, the Boulder County Sheriff’s Office, Boulder County Public Health, and Mountain View Fire Protection District.
3. A written Lease Agreement shall be entered into between the tenant and Boulder County for lease of any Fairgrounds facility.
4. The signed/completed Lease Agreement and proper insurance certificate (see below for insurance requirements) are due from the tenant at least sixty (60) days before the event.
5. The rent and security/damage deposit are due sixty (60) days before the event. The deposit will be held until after the event. If there are no damages, unpaid charges, or policy/contractual infractions, the deposit will be returned to the tenant.
6. A pre and post event facility walk-through with Fairgrounds Staff must be completed by the tenant or waived by the Event Manager (or designee) prior to and after the event.
7. Setup/takedown fees will be charged when the rented facility is used before or after the actual day(s) of the event and when the use is for the sole purpose of setting up or removing equipment. Setup is limited to one day, and takedown is limited to one day. Additional day(s) for setup and takedown may be available; however, the Tenant may be charged the full rental fee for the additional time unless otherwise approved in writing. Tenant is responsible for his or her own setup/takedown. Full stall rental fees will be charged when livestock are placed in stalls, barns, and/or holding pens.
8. Food concessionaires are required to also obtain or hold a current Colorado Retail Food Establishment License. A Retail Food License can be acquired from Boulder County Public Health. A complete Boulder County Health department Special Event Packet may also be required. Food concessionaires using facility kitchens must complete a Lease Agreement with the county and pay the appropriate rental fee.
9. Additional fees for equipment, setup, etc., will be billed after the event. Payment is due within thirty (30) days of the billing date.

## **SECTION V: ALCOHOLIC BEVERAGES**

1. Only qualified nonprofit organizations with a Special Events Permit may serve/sell alcoholic beverages. Application for a Special Events Permit through the Board of County Commissioners must be made at least 90 days before the event. A public hearing will be held to approve/disapprove the permit.
2. Liquor liability insurance will be required to serve/sell alcoholic beverages.
3. Vendors who are authorized under the Lease Agreement between Boulder County and the Boulder County Farmers' Market will be allowed to serve samples, at no charge to the public, without a Special Events Permit. Boulder County Farmers' Market vendors must obtain a "Limited Winery Tasting Location Vinous Liquor" license from the State of Colorado and meet all county insurance requirements, as specified in the Lease Agreement between Boulder County and Boulder County Farmers' Market.

## **SECTION VI: HISTORICAL DATES**

1. An organization that has held the same event on the same date for two consecutive years is recognized as having an "historical date." These dates will be reserved each year for these tenants until the tenant elects not to renew its lease for the historical date. Event Lease Agreements for historical events will require payment of the total fee for the event if the event is canceled later than six months prior to the scheduled event. All Historical dates are subject to review and may be canceled at the discretion of the Fairgrounds Manager.
2. No reservations for the fifth weekend of any month will be held for historical use. Reservations for fifth weekends will be granted on a first-come, first-served basis.

## **SECTION VII: CONFLICTING EVENTS**

1. An organization is eligible for protection from new events at the Fairgrounds that would compete directly with its event as set forth in this section.
2. "Conflict" means an event that is similar enough that it would compete with the existing event.
3. The Fairgrounds Manager will determine whether there is a conflict between a proposed event and a historical event.
4. The Fairgrounds Manager reserves the right to refuse or decline a booking if they determine there is a conflict with other events.
5. Event organizers may not change the nature of their event if doing so will generate a conflict.

## **SECTION VIII: COUNTY GOVERNMENT USAGE**

1. Boulder County departments may use the Fairgrounds facilities, if available, without charge.
2. All Boulder County departments are responsible for all setup, takedown, and cleanup for their events.
3. All Boulder County department use must be scheduled within the regular operation hours of the Fairgrounds staff schedules.

## **SECTION IX: INSURANCE REQUIREMENTS**

All tenants of lease at the Fairgrounds will be required to obtain as a condition of their lease:

1. Commercial general liability insurance policy with minimum limits as set forth by Boulder County for combined single limit for each occurrence.
2. Workers' compensation and employers' liability insurance which shall cover the obligations of the tenant in accordance with the provisions of the Workers' Compensation Act, as amended, of the State of Colorado, if applicable.
3. A certificate of insurance that shall indicate that policy will be in effect throughout the term of the lease.
4. The insurance policy shall name "County of Boulder, State of Colorado, a body corporate and politic," as additional named insured and evidence this on the certificate of insurance.
5. Any certificate of insurance shall show that the policy may not be canceled, terminated, changed, or modified without at least 30 days' written notice to Boulder County and any changes must be approved in writing by the County.
6. If applicable, compliance with the insurance requirements concerning the serving or sale of alcohol.

## **SECTION X: TENANT RESPONSIBILITIES**

### **A. EVENT MANAGER'S RESPONSIBILITIES**

For every lease, the event manager for the tenant shall:

1. Ensure that the signed Lease Agreement correctly reflects all information about the event.
2. Advertise the event, including directions to the Fairgrounds and a contact's phone number for more information.
3. Arrange and pay for costs incurred to have utility locates before digging or placing poles in any area of the Fairgrounds.
4. Admit vendors/exhibitors/spectators into facility.
5. If applicable, ensure that every participant in the event manager's event has signed the county's waiver of liability form.
6. Pay for all fees when exhibitors/spectators are camping on the Fairgrounds but are not registered guests at the campgrounds ("dry camping").
7. Coordinate and sign for all deliveries, pickups, etc.
8. Provide and supervise security.
9. Provide and supervise parking control, including informing vendors that leaving vehicles and storage units on the Fairgrounds prior to the Lease Agreement rental period is not permitted and that any such use of the Fairgrounds will result in ticketing and/or towing at the owner's and the event manager's expense.

10. Act as the representative from the event to communicate requests, concerns and/or problems with Fairgrounds staff members.
11. Adhere to all waste procedures and place all waste in designated waste receptacles and break down all boxes.
12. Stay at the facility until all spectators and exhibitors have left the premises.
13. Remove all decorations, personal belongings, and event-related materials, etc., from all facilities, including stalls, after the event.
14. Pay for damages to the facilities and/or any fees owed to the Fairgrounds by tenant's subcontractors, concessionaires, vendors, etc.

**FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES AND REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES WILL RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT AND/OR CANCELLATION OF ALL FUTURE EVENTS.**

**B. SAFETY AND ENVIRONMENTAL RESPONSIBILITIES:**

1. Parking is not permitted in assigned fire lanes or where otherwise posted "No Parking." Violators will be ticketed and/or towed at owner's expense.
2. Camping is permitted only at the campground. Dry camping ("exhibitors/spectators camping outside the campground") will only be allowed when prior approval is obtained from the Fairgrounds Manager. Tenants will be charged \$10 per day for dry camping. Dry campers are not entitled to use the restrooms/showers at the campground facility. All wastewater must be retained and disposed of properly. Dry campers must be self-contained and CANNOT access any electricity or water on the Fairgrounds.
3. Cleaning vehicles/livestock trailers out onto Fairgrounds property is prohibited.
4. All waste must be placed in proper receptacles. All boxes must be broken down.
5. Posting/placing promotional flyers/other materials on vehicles or facilities is prohibited.
6. Smoking is not permitted anywhere in county facilities or on county property.
7. Alcoholic beverages are not allowed at the Fairgrounds without a Special Events Permit and appropriate insurance coverage except for paid campers in the Campground who may possess alcoholic beverages for personal consumption at the Campground.
8. Mountain View Fire Protection District codes do not permit displays or booths to block fire lanes, exits, water fountains, restrooms, storage rooms, etc.
9. Flammable/combustible substances (including black powder) and heating devices (such as propane tanks) are not permitted in any facility. Fuel stoves (wood, corn, etc.) may be used for display purposes only.
10. Exhibit layouts are subject to approval by the Mountain View Fire Protection District.
11. Hypodermic needles, medical supplies, and/or veterinarian supplies must be disposed of in a safe manner.
12. Livestock/horses are not allowed in designated pedestrian areas, turf areas, or where otherwise posted "No Livestock."
13. All animals must be leashed/penned/tied and under the control of the owner at all times. All animal refuse must be disposed of properly.
14. Skateboarding is not allowed.

**FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES AND REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES MAY RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT, AND/OR CANCELLATION OF ALL FUTURE EVENTS.**



## **SECTION XI: FEE CATEGORIES**

### **YOUTH NONPROFIT**

This fee category applies to any organization:

1. With 100% of its *membership* youth (18 years of age or younger), and
2. That sponsors educational, civic, athletic or public service events on a nonprofit basis, and
3. Is registered with the Colorado Secretary of State's office as a nonprofit organization, and
4. That provides proof of its nonprofit status to the Fairgrounds Scheduling Office annually, or
5. That is a 4-H club registered through the Boulder County Extension Office.

### **NONPROFIT**

This fee category applies to any organization:

1. That sponsors educational, civic, athletic, or public service events on that are consistent with its nonprofit purpose, and
2. Is registered with the Colorado Secretary of State's office as a nonprofit organization, and
3. That provides proof of its nonprofit status to the Fairgrounds Scheduling Office annually.

### **STANDARD/COMMERCIAL**

This fee category applies to any individual, organization, or business not covered by either of the two above fee categories.

## SECTION XII: FEE SCHEDULE

**NOTE:** The fees stated below are prices per day unless otherwise specified. A day is defined as Fairgrounds operation hours of **7:30 a.m. to 10:30 p.m.** A day will not be divided into hours unless an hourly fee is quoted in this fee schedule; nor will any facility be divided into sections of quarters or halves to lower the daily rental fee.

Rental of facilities Monday through Thursday will be discounted 50% off the fee stated below. Campground facility is exempt from weekday discount.

<b>FACILITY</b>	<b>YOUTH NONPROFIT</b>		<b>NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>BARN A</b>	\$85.00		\$250.00	\$500.00
<b>W/PENS</b>	\$85.00		\$300.00	\$600.00
<b>BARN B</b>	\$55.00		\$250.00	\$500.00
<b>BARN C</b>	\$55.00		\$275.00	\$450.00
<b>W/IA RENTAL</b>	\$30.00		\$ 75.00	\$125.00
<b>EXHIBIT BUILDING</b>	\$150.00		\$600.00	\$1250.00
<b>EB KITCHEN</b>	\$75.00		\$125.00	\$150.00
<b>OUTDOOR EXHIBIT AREA</b>	\$30.00/ DURATION		\$100.00/ DURATION	\$125.00/ DURATION
<b>INDOOR ARENA</b>	\$ 75.00		\$300.00	\$600.00.00
<b>HEAT</b>	\$125.00		\$125.00	\$125.00
<b>IA KITCHEN</b>	\$40.00		\$75.00	\$100.00
<b>OUTDOOR ARENA</b>	\$50.00		\$300.00	\$600.00
<b>OA KITCHEN</b>	\$50.00		\$75.00	\$100.00
<b>*PICNIC SHELTER</b>	\$75.00		\$125.00	\$400.00
<b>NORTH PARKING LOT</b>	\$100.00		\$500.00	\$1000.00
<b>SOUTH PARKING LOT</b>	\$100.00		\$500.00	\$1000.00
<b>FAIRGROUNDS PARKING LOT</b>	\$50.00		\$200.00	\$300.00
<b>MEETING ROOMS</b>	\$10.00/HOUR  \$50.00/MAX		\$20.00/HOUR  \$80.00/MAX	\$25.00/HOUR  \$100.00/MAX

<b>EQUIPMENT &amp; SERVICES</b>	<b>YOUTH NONPROFIT</b>		<b>ADULT NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>LABOR</b>	\$30.00/HOUR		\$30.00/HOUR	\$30.00/HOUR
<b>OVERTIME LABOR</b>	\$50.00/HOUR		\$50.00/HOUR	\$50.00/HOUR
<b>CONCESSION SPACE</b>	\$50.00/EACH PER DAY		\$50.00/EACH PER DAY	\$50.00/EACH PER DAY
<b>CHAIRS</b>	\$0.50/EACH		\$0.50/EACH	\$0.50/EACH
<b>TABLES</b>	\$5.00/EACH		\$5.00/EACH	\$5.00/EACH
<b>BLEACHERS</b>	\$20.00/EACH		\$20.00/EACH	\$20.00/EACH
<b>REPLACE KEYS</b>	\$100.00/SET		\$100.00/SET	\$100.00/SET
<b>REPLACEMENT MICROPHONE</b>	\$400.00/EACH		\$400.00/EACH	\$400.00/EACH
<b>**STALLS/PENS</b>	\$10.00/NIGHT YOUTH MUST CLEAN		\$15.00/NIGHT + \$10.00 ONE-TIME CLEANING FEE	\$20.00/NIGHT + \$10.00 ONE-TIME CLEANING FEE
<b>DAMAGES</b>	REPLACEMENT + LABOR		REPLACEMENT + LABOR	REPLACEMENT + LABOR

Setup and takedown days will be charged at a rate of 25% of the daily rental fee. Setup and takedown are limited to one day each; regular daily rental fees shall apply for setup/takedown exceeding one day each unless otherwise approved.

\*Additional portable toilets must be supplied, at the tenant's expense, for parties exceeding 100 people. Family picnics are subject to the Adult Nonprofit rate.

\*\*Stall cleaning fee will be waived if tenant cleans stalls to the center aisle.

## **BOULDER COUNTY CAMPGROUND RENTAL FEES**

Boulder County Campgrounds Facility is exempt from weekday discounts.

Camping sites are limited to six people per site.

	<b>YOUTH NONPROFIT</b>		<b>ADULT NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>CAMPING FEE</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>
<b>DUMP STATION NON-GUESTS</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$15.00</b>
<b>DRY CAMPING STAFF APROVED ONLY</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>

## **BARN A**

### **SIZE**

Overall: 80' x 325'

Enclosed: Foyer area is 60' x 24' and Main Room is 74' x 78'

**SEATING CAPACITY** (Enclosed Portion): 350

### **AVAILABLE FOR RENTAL**

Enclosed: 110-volt electricity, heat, lights, restrooms, and PA system.

Outside: 177 pens (6'x6'), 1 show ring, 9 show pens, 12 wash pens, 110-volt electricity, lights, portable PA system (if available, upon request).

### **RULES**

1. Public parking is available in the northeast Midway Parking Lot and east of Barn A. Handicapped parking is available north of Barn A.
2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.
3. Pens/cages must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available.
4. Aisles must be kept open at all times.

## **BARN B**

### **SIZE**

Overall: 80' x 250'

### **INCLUDED IN RENTAL FEE**

278 pens (6' x 6'), 1 show ring, 7 show pens, 12 wash pens, 110-volt electricity, lights, PA system (when available)

### **RULES**

1. Public parking is available in the lot east of Barn B (East Lot) or in the South Lot. Limited handicapped parking is available in the East Lot.
2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.
3. Pens must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available.
4. Aisles must be kept open at all times.

## **BARNS C, D, E, AND POLE BARN**

### **SIZE**

BARN C:	80' x 250' (open barn)
BARN D:	35 stalls, each 10' x 10'
BARN E:	87 stalls, each 10' x 10'
POLE BARN:	48 stalls, each 10' x 10'

### **INCLUDED IN RENTAL FEE**

BARN C:	Lights, electricity, water, and wash racks.
BARN D:	Lights, electricity, water, wash racks, individual locks on each stall.
BARN E:	Lights, electricity, water, wash racks, individual locks on each stall.
POLE BARN:	Lights electricity, water, individual locks on each stall.

### **RULES**

1. Tenant must sign the County's liability release form prior to using the horse stalls.
2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.
3. Tenant must provide a stall manager whose responsibilities shall include, but not be limited to, regulating stall use and collecting stall fees.
4. Stalls doors must not be removed or altered.
5. Stall managers shall ensure that all stalls in a barn are filled before using stalls in another barn.
6. Livestock trailers should be parked in the grassy area south of the campgrounds.
7. Tenant must provide bedding material, feed, equipment, etc.
8. Tenants are encouraged to clean all stalls used during their event. Bedding is to be removed thoroughly from each stall and placed in the center aisle of the barn. The county will provide rakes and wheelbarrows when available. Additional fees will be charged to the tenant if the county must clean their stalls.
9. Aisles must be kept open at all times during the event.

## **CAMPGROUND FACILITIES**

### **SIZE:**

71 sites total, all with access to electric (30-50 amps)

27 sites with 30 amp electric, no water.

8 sites with 50 amp electric and water with pull through extended length.

36 sites with 30-50 amp electric and water.

### **INCLUDED IN RENTAL FEE**

RV restroom/shower facilities (open March through October) and use of dump station.

### **RULES**

1. The campground is open year-round.
2. This campground is a recreational facility for Fairgrounds tenants and visitors. Guests are limited to a maximum stay of 14 days within a given calendar year. Under extenuating circumstances, extensions may be granted by the Fairgrounds Manager.
3. Restroom/shower facilities are secured for registered/paid guests only. For the safety and consideration of all guests at the campgrounds, the combination to the restroom/shower facilities should be kept confidential.
4. Payment is required at time of check in. Guests must pay for camping spaces according to the fee schedule. No refunds will be issued; campground guests should plan their stays carefully.
5. Checkout time is 10:00 a.m. Campers may be charged for another day if checkout is not completed by 10:00 a.m.
6. Quiet hours are from 9:00 p.m. to 6:00 a.m. daily.
7. No one under the age of 18 will be allowed to rent a space. Minors must be supervised by an adult at all times. Unattended minors will not be allowed to stay on the premises.
8. Pets must be on a leash and supervised at all times. Pet owners must clean up after their pets. No pets are allowed in the restroom/shower facilities. No bathing of pets in the campground.
9. Livestock/horses are not allowed in the campground at any time.
10. All waste must be put in proper receptacles located by the campground's office. Sites must be kept and left clean at all times. Grey and black water must be dumped at the dump station -- violators will be ticketed and/or fined.
11. Placing nails in trees and hanging items from trees is prohibited.
12. The county reserves the right to refuse and/or cancel service to anyone for non-compliance of any of the above rules or any regulations of Boulder County.
13. All RVs, campers and related vehicles must be legal. No modifications or major repairs shall be conducted while in the campground.
14. Campers may not be stored at the campground; someone must be staying in the camper/RV while on site.
15. Tent and vehicle camping is prohibited.



## **EXHIBIT BUILDING**

### **SIZE**

Overall: 200' x 200'  
Meeting Room: 24' x 28' (carpeted)  
Kitchen: 20' x 25'

### **CAPACITY**

Main Building: 2,000-3,000  
Meeting Room: 50

### **AVAILABLE FOR RENTAL**

Main Building: restrooms, vehicle entrance doors, heating/air conditioning, electricity, lighting, PA system, pull-down electrical outlet extensions, water stations, keys, exhibitor parking area, public parking area, and handicapped parking area.

Kitchen: (for limited food preparation only) 2 commercial refrigerators, commercial freezer, commercial sinks, hand sink, coffee maker, deep fat fryer, grill, four-burner stove, commercial ice machine, counter space, indoor and outdoor service windows.

### **RULES**

1. Exhibitor parking is available in the lot west of the building. Exhibitors are not allowed to arrive/setup before the date stated in the Lease Agreement.
2. Public parking is available in the lot north of the building.
3. Handicapped parking is provided along the fence on the north side of the Exhibit Building.
4. No loading, unloading, and/or parking is allowed on the east or south sides of the Exhibit Building. The kitchen concessionaire may load/unload supplies into the kitchen from the east side but must relocate vehicle(s) to the designated space(s) in the Midway Lot after unloading.
5. Exhibitor layout must conform to Fire Code approved by the Mountain View Fire Protection District. .
6. The county is not responsible for security during tenant's use.
7. Any vehicle left inside the building for purposes other than loading/unloading must have a fuel tank that is nearly empty, the fuel tank lid taped closed, the battery disconnected, and cardboard/carpet must be provided underneath each vehicle.
8. Driving vehicles into the Exhibit Building for purposes of loading/unloading is discouraged. If absolutely necessary, said driving should be kept to a minimum and all vehicles must leave the Exhibit Building immediately after loading/unloading.
9. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following event. Grease must be removed/disposed of properly. No food is to be left in the kitchen after the end of the event.
10. If the meeting room is used, all areas must be left in a clean and orderly manner. Tables and chairs may not be removed from the meeting room.

## INDOOR ARENA

### SIZE

Overall:	150' x 250'
Arena:	90' x 188'
Warm-up Arena:	150' x 60'
Kitchen:	25' x 12'
Office:	25' x 12'

### SEATING CAPACITY

Permanent Bleachers: 1,300

### AVAILABLE FOR RENTAL

Arena: dirt floor, arena watered/worked daily, warm-up arena, wash racks, walk-through/ride-through gates, calf holding pens, calf chute, calf return, announcer's platform, office, electrical outlets every 10', lights, PA system, permanent bleachers, restrooms, water station, keys.

Concession Stand: (kitchen is for limited food preparation only -- there is no hood system in this kitchen) refrigerator, commercial sink, hand sink, counter space, 220 electrical outlet, indoor and outdoor service windows.

### RULES

1. There is to be no excavation of the arena surface.
2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.
3. Facility shall not be modified by tenant, including rails, unless authorized and overseen by Fairgrounds staff.
4. Loading/unloading livestock must be conducted east of the Indoor Arena. After unloading, livestock trailers can park in the grassy area south of the campgrounds. Vehicles are allowed inside the arena to load/unload only and must be removed immediately after.
5. Livestock must be kept at least 25' away from the concession stand.
6. Livestock are not allowed in front of, alongside of, or behind bleachers, restrooms, concession stand, office, or exits.
7. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. Frying food is prohibited in the kitchen. No food is to be left in the kitchen after the end of the event.
8. Use of Indoor Arena and warm-up arena is limited to contracted dates and times only.
9. Aisles must be kept clear at all times. Due to limited space and safety considerations, vendors are not permitted to block paths or exits inside the Indoor Arena building.
10. The warm-up arena may only be used with rental of the Indoor Arena.
11. Tenants will be charged to use Barn C.
12. Tenants are required to sign the county's General Release of Liability prior to use of the Indoor Arena.
13. Livestock are not allowed to stay overnight in the warm-up arena or the Indoor Arena without prior approval from Fairgrounds staff.

## **OUTDOOR ARENA**

### **SIZE**

Arena: 300' x 180'  
Kitchen: 20' x 40'

### **SEATING CAPACITY**

Permanent Bleachers: 5500

### **AVAILABLE FOR RENTAL**

Arena: dirt floor, arena watered/worked daily, loading ramp, warm-up arena, bucking chutes, holding pens, elevated announcer's booth, , stock tanks, 220 and 110 electrical outlets at announcer's booth, PA system, permanent bleachers, restrooms, keys.

Kitchen: Limited menu items are allowed to be prepared in this kitchen, sink, hand sink, refrigerator, counter space, 220 electrical outlet, and service windows.

### **RULES**

1. Public parking is available in the North Lot. Handicapped parking is available in the North Lot.
2. Loading and unloading of livestock must be conducted east of the Outdoor Arena. Livestock trailers should park in the grassy area south of the campground or in the eastern portion of the North Lot. Vehicles are allowed inside the arena to load and unload but must be removed immediately after.
3. Livestock are not allowed to stay overnight in the warm-up arena or the Outdoor Arena without prior approval from Fairgrounds staff. Holding pens at the Outdoor Arena should be used for this purpose.
4. Use of the Outdoor Arena and warm-up arena are limited to contracted dates and times only.
5. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. No food is to be left in the kitchen after the end of the event.. Frying food is not allowed in the kitchen.
6. Tenants are required to sign the county's General Release of Liability prior to use of the outdoor Arena.

## **PARKING LOTS**

### **MIDWAY**

#### **CAPACITY**

500 vehicles (estimate) 350 x 410

### **NORTH LOT**

#### **CAPACITY**

1,500 vehicles (estimate) West side 485 x 580 / East side 250 x 580

### **SOUTH LOT**

#### **CAPACITY**

1,000 vehicles (estimate) 418 x 560

## **PICNIC SHELTER AND PARK**

### **SIZE**

Grassy Area: 400' x 4000'

Shelter: 40' x 40'

### **INCLUDED IN RENTAL FEE**

Restrooms [2] (opened seasonally), block and steel grills [4], picnic tables [8] (seat approximately 8-10 people each), electricity (limited), lighting, volleyball net, and play area, horseshoe pits [2], waste receptacle, water (seasonal).

### **RULES**

1. No loitering is allowed.
2. Parking is available in the South Lot.
3. No vehicles are allowed within the confines of the Picnic Shelter without prior approval from Fairgrounds staff.
4. No horses/livestock are allowed within the confines of the Picnic Shelter.
5. Fires are allowed in grills only.
6. Amplified music is allowed only at reasonable levels and only during the hours of 10 a.m. and 10 p.m.
7. Tenant must provide charcoal and starter fluid.
8. Additional portable toilets must be provided, at tenant's expense, for events with 100 or more people attending.

## **PUBLIC PRACTICE ARENA**

### **CAPACITY**

10 horses

### **RULES**

1. The public practice arena is open for public use at no charge seven days a week from sunrise to sunset; however, Fairgrounds management reserves the right to prohibit use of the arena if such use interferes with the operation of other events.
2. Use of the practice arena is on a first-come, first-served basis.
3. The practice arena cannot be reserved.
4. Use of the practice arena is limited to one hour per use.
5. Livestock cannot be left in the practice arena.
6. The public practice arena will be watered/worked as time allows.