LOGAN COUNTY FAIRGROUNDS FACILITY RENTAL FORM

Logan County Commissioners, 315 Main Street, Sterling, CO 80751 (970) 522-0888

Today's Date:	**Date(s) of Event:**
Name & Address of Authorized Agent: Daytime Phone #:	*Set Up Time In:* _____ *a.m. p.m.* *Event Starts:* _____ *a.m. p.m.* *Finish Time:* _____ *a.m. p.m.*

Type of Event:

Facilities Requested: *(circle)*	**Resident Youth**	**Resident Adult**	**Resident Commercial** [3]	**Non-Resident Commercial** [4]	
Stadium[1]	$250.00	$250.00	$600.00	$850.00	____ *days* = _____
Stadium - *Lower North or South end*	$ 35.00	$200.00	$300.00	$400.00	____ *days* = _____
Main Arena	$ 25.00	$ 50.00	$150.00	$250.00	____ *days* = _____
North Arena	$ 25.00	$ 50.00	$100.00	$150.00	____ *days* = _____
Chutes - *Roping or Bucking*	$ 10.00	$ 20.00	$ 25.00	$ 25.00	____ *days* = _____
Exhibit Center Facility[2]	$ 70.00	$140.00	$360.00	$425.00	____ *days* = _____
Exhibit Center Arena	$ 25.00	$100.00	$300.00	$375.00	____ *days* = _____
Exhibit Center- *Meeting Room Only*	$ 10.00	$ 20.00	$ 30.00	$ 50.00	____ *days* = _____
Cattle Pavilion	$ 35.00	$ 60.00	$110.00	$160.00	____ *days* = _____
Parking Area - *paved*	$ 35.00	$ 60.00	$110.00	$160.00	____ *days* = _____
Camper Parking - *North or South*	$ 15.00	$ 15.00	$ 15.00	$ 15.00	____ *days* = _____

Total Due to Logan County - *Due 30 days prior to use* ..... $_____

Booking Fee[4] ..... $ 50.00 ..... $ 50.00 .... $ 100.00 ..... $100.00 $(_____)
Due upon signing of contract (applies towards rental fees)

Cleaning/Damage Deposit ..... $200.00 ..... $300.00 ..... $400.00 ..... $500.00 $_____
Due 30 days prior to use (please enclose a separate check)

If tables, chairs, fans, etc. are requested, please fill out equipment request form. There are additional fees and deposits for use of these items.

Comments or Special Instructions: _____

_____

Concessions Requested:

Commissioner Approval:

_____
Commissioner Date

_____
Commissioner Date

_____
Commissioner Date

[1] *Grandstand, arena, chutes.*
[2] *Arena, meeting room, P.A. system, electric eye*
[3] ***The Board of County Commissioners reserves the right not to lease any portion or all of the fairgrounds to any organization which it deems, in its sole discretion, to be in direct and adverse competition to Logan County merchants or is otherwise detrimental to Logan County citizens.***
[4] *Due at time of scheduling, non-refundable, applies to rental fee.*

_____
Buildings and Grounds Supervisor Approval (Chance Wright 520-9919)

LOGAN COUNTY FAIRGROUNDS FACILITY USE AGREEMENT

1. Use of all facilities shall be scheduled through the appropriate office of Logan County. A **non-refundable** booking fee per event must be paid when each event is scheduled. Reservations are not confirmed until a completed contract is approved and the booking fee is received. The booking fee will apply to rental fee owed. Remainder of fees and security deposit must be submitted to the office no less than 30 days prior to the date scheduled. (Commercial users: fees must be paid in certified funds.) Failure to pay fees 30 days prior to event may result in cancellation of facility use. Access to the facilities at any time other than stated on this form is not allowed unless prior approval is received from Logan County. **Chance Wright - 520-9919; Aryln Gibbs - 520-9920; Brad Whitman - 520-9914**

2. Absolutely no drilling of holes or stakes in the arenas will be allowed without the direct supervision of buildings and grounds personnel. Stakes are not allowed to be used on the asphalt parking areas.

3. Scheduling of activities shall be made in the name of one individual who must, as a condition of use: accept responsibility for the program; assure that the facilities are used for the purpose for which they are scheduled; reimburse the County for damage to property or facilities including excessive clean-up cost that may occur in connection with the event; assure payment, in full, of all charges for space and equipment requested; and ensure that all promotion and advertising of events involving the use of facilities shall identify the individual or group sponsor of the event.

4. In case of cancellation, fees will be refunded (less booking fee) if notice of cancellation is received 30 days prior to scheduled use. If your event is canceled due to inclement weather, you will be allowed to reschedule with no additional fees due. If your event needs to be re-scheduled for any other reason, you must pay an additional booking fee.

5. Subleasing or charging additional fees to use the fairgrounds will not be permitted.

6. A cleaning/damage deposit is required of every user. The deposit may be refunded **within 30** days after your event, dependent upon satisfactory restoration of the facilities, furniture and fixtures to their condition before your use. All tables and chairs used must be accounted for. Tables and chairs may not be loaned out or removed from the premises for any purpose. **Please do not allow your guests or others to sit on tables!** The Commissioners reserve the right to withhold any part of the cleaning/damage deposit.

7. Non-commercial users may have **one day** in advance for set-up, decorating, etc. on the condition there is nothing previously booked on that date. If you require additional days for setup, you will be charged for each additional day. Commercial users: If special setup/tear-down is required, standard facility use fees will be charged on a ½ day basis.

8. Exhibit Center users: **all concessions will be provided by our contracted provider in the Exhibit Center. No exceptions.**

9. **Dances shall end at 12:00 midnight, no exceptions.** You are required to hire Sheriff's Posse for crowd control at your expense. (If the sheriff's posse is not retained when required, the county reserves the right to cancel your function on the spot and/or keep your cleaning/damage deposit.) **Randy Pfeifer @ 466-1911.**

10. **Alcohol is not allowed on the Fairgrounds at any time other than licensed events or private, invitation only events.** Private, invitation only, events may serve alcohol in strictly controlled areas. Alcoholic beverage consumption is restricted to underneath the grandstand or inside the Exhibit Center building at all times. Do not allow guests to take drinks into the restrooms or outside. Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. All beverages must be served in cans or disposable cups only. Absolutely no glass bottles will be allowed. You must hire the Sheriff's Posse at an additional expense for any event where alcohol is to be served.

11. You must apply for a special events liquor license to serve or sell alcohol at a public event. Colorado law restricts who is eligible to apply for a license.

12. **Liability insurance is required for all events serving alcoholic beverages and certain "high risk" activities including but not limited to rodeos, tractor pulls, carnivals, circuses**. You may be able to obtain a rider on your homeowners' policy or ask at the Commissioners Office about a policy that may be obtained (at your cost) through the County's insurance. **An insurance certificate, showing Logan County as an additional insured must be provided to the County no later than 30 days prior to the event.**

13. Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Section 13-21-119, Colo. Revised Statutes.

14. Logan County assumes no responsibility for lost or stolen items. You are responsible for crowd control, personal safety, and building security for your event.

15. Falsified or misleading information on this form may be cause for cancellation of this contract and forfeiture of security deposit and/or fees paid and may result in loss of future usage of the facility.

16. Determination of the fees for use of the facilities shall be made by the Logan County Board of Commissioners in accordance with the fee schedule established and shall be agreed to by the authorized agent of the group at the time the reservation is confirmed.

17. Unique events may require additional fees/charges and/or stipulations in addition to those shown. The Board of County Commissioners reserves the right to modify any of the above conditions on a case-by-case basis.

18. RV/Camper parking is provided at the fairgrounds, for an additional Camper Parking fee for each camper unit, only in conjunction with county-sponsored events or in conjunction with pre-approved and paid rental and use of other fairgrounds facilities by private groups or organizations. Electricity and water hookups are provided with each camper space. No sewer hookups, or other amenities, are provided for individual RVs or campers. All terms and conditions of the Fairgrounds Facility Use Agreement apply to the rental of camping spaces.

19. The Board of County Commissioners reserves the right not to lease any portion or all of the fairgrounds to any person or organization which it deems, in its sole discretion, to be in direct and adverse competition to Logan County merchants or is otherwise detrimental to Logan County citizens.

I have read and agree to abide by the above rules and conditions for use of the Logan County Fairgrounds.

Signed _____ **Date**