

LASSEN COUNTY FAIRGROUNDS
195 Russell Ave, Susanville, CA 96130
(530) 251-8900

FAIRGROUNDS POLICIES

Thank you for bringing your event to the Lassen County Fairgrounds. Please read and review the policies below to ensure that your event is as successful as possible and the fair facilities are maintained.

1. **Holding Deposit:** A \$150 fee is required to hold a date on the calendar of events and begin the contract process. This fee is nonrefundable if the event is cancelled. If the event is held and there are no additional fees, damages, etc. the deposit will be returned to the renter.
2. **Damage/Cleaning Deposit:** Should damage occur during the rental or should the renter fail to sufficiently clean, the individual or organization listed on the contract will forfeit the deposit and/or be charged for additional expenses. The Deposit/Cleaning refund will be returned after post event inspection and if facility is returned in the same condition as received.
3. **Payment/Keys:** All charges must be paid in full prior to use of the facility(s), unless other arrangements have been made with the Fair Manager. Keys will not be given out (if applicable) until all rental fees have been paid (including the required damage/cleaning deposit), an executed contract is on file and an insurance certificate (if applicable) are on file. All keys and unsettled payment (i.e. camping fees, stall fees) are to be brought to the fair office the next business day following the event, unless otherwise stated in the contract.
4. **Rental of Facilities:** Insurance requires that facility use be limited to facilities, arenas, equipment and any property that is listed on the Rental Agreement, except with prior approval of the Fair Manager. Therefore the renter, employees and any public related to the event must stay within the areas listed on the Rental Agreement. Juveniles must be under constant adult supervision for their safety and ours. Setup and cleanup times will be charged at \$¹²⁵ per day rental fee or determined by the Fair Manager.
5. **Fair Staff on Site:** All Rental Agreements will require a facility and event walk through with fair staff before an event. For events needing, or determined by the Fair Manager, fair staff on site during the rental one will be provided for a fee of \$20.00 per hour. If a fair staff is not on site and a problem occurs call the Fair Manager at 530-310-5140. A contact sheet with additional phone numbers will be provided during the walk through.
6. **Equipment Usage:** Fair equipment, utensils or any other property is for use on fair premises only. Tables and chairs are to stay in the designated building(s) unless approved by the Fair Manager in advance. All equipment is an extra that is included in the rental fee; please see that they are available for the next renter.
7. **Additional Charges:** Should your rental/event create an unscheduled garbage pickup or other additional charges (extreme electrical usage, fair labor/equipment usage) to the Fair, it will be the responsibility of the renter to incur those additional costs. These costs will be deducted from the damage/cleaning deposit or be invoiced to the renter post-event.
8. **Vehicles:** The Fair has provided designated parking lots for vehicles. Vehicles are permitted on the grounds for loading and unloading purposes only (unless otherwise approved by Fair Management and stated in Rental Agreement). For your safety, emergency personnel must be able to access all areas of the grounds therefore no fair streets or gates are to be blocked at any time.
9. **Decorations:** Heavy decorations damage and pull down the existing structure therefore are not to be used. Painters tape is an acceptable means to hang additional decorations on the walls/ceilings. Due to repairs that are necessary after usage: duct tape, glue, scotch tape, nails, screws, staples, etc. may not be used in the walls, woodwork or ceilings. A system for hanging items along the walls with light chains has been devised by the

Fairgrounds staff and is available for use by the renter, if requested prior to the rental. Candles in glass containers are acceptable, but no open flames will be allowed for safety reasons.

10. **Cleaning Responsibilities: PLEASE SEE PROVIDED CHECKOFF LIST** The Fair provides equipment such as tables and chairs; the renter is responsible for setting them how they choose and returning the items to their original location. Fair staff will complete a walk through prior to your event and explain the details of cleaning and relocating items. The following are a few cleaning specifics: It is recommended that any liquid spills should be wiped up as quickly as possible to avoid excess cleaning later. The areas used by the renter are to be dust mopped with the mops furnished by the Fair. Renter must check with fair staff prior to rental for location of all cleaning supplies. All decorations, props, etc. must be removed from the facility at the time of cleaning. Lights, swamp coolers, heater thermostats, and refrigerator settings all need to be returned to the initial settings or off. Should any unnecessary electricity be used (i.e. lights not turned off), the renter will be charged an additional \$25 per hour. Care is requested in handling all equipment especially the folding tables as the tops can very easily be broken if they are dropped on the edge, or improperly stacked. The renter will replace any equipment severely damaged. Please walk the outside perimeter of the building to assure outside lights are off and garbage is picked up.
11. **Recycling Program:** Recycling containers will be provided near each garbage can. Please dispose of cans, bottles, etc. in the appropriate container. The recyclable items may be taken at the end of the event or left to be hauled away by fair staff. Please break down all cardboard and place it next to the large dumpster or inside the building. Do not place cardboard boxes in the dumpster. Recycling cardboard usually prevents the need for an additional dumpster, therefore keeping the rental fees less.
12. **Curfews:** Events being held Sunday through Thursday have a curfew of 11 PM. Events being held Friday or Saturday have a curfew of 12:00 AM/Midnight. This includes clean up time by the renter.

Livestock Equestrian Complex Additional Rules:

13. All stalls used must be paid for (price per stall stated on rental agreement). There is to be only one horse per stall. If stalls are unlocked and used for tack storage, the fee still applies. The renter must not unlock stalls for participants until payment has been received for stall use. A clean stall means that there is nothing left inside.
14. Please do not feed any animals inside the arenas. There will be \$100.00 fine per incident if this occurs.
15. Manure carts are provided for used straw and shavings. Please make sure all stall waste goes in these carts. These carts are not to be used for trash.
16. Due to State Fire Marshall rules, no vehicles may park within 25 feet of the horse barns. If participants wish to plug into the barns, they must park at least 25 feet away and run an extension cord. The rate for electricity will be stated on the rental agreement.
17. We encourage parking vehicles and horse trailers in the lot east of the complex once the horse and equipment has been dropped off inside. Limited parking may be allowed along the south fence of the complex but care must be taken not to tie animals or heavy items on the fence resulting in damage.
18. We discourage bringing dogs to the fairgrounds. Those who are traveling from out of town with their pets may have them but, as a courtesy to others, they must be on a leash at all times or tied to the participant's vehicle or trailer. All pet owners must pick up after their animals even if they are in the parking lot.

19. The use of other equipment not stated on the Rental Agreement must be approved by the Fair Manager prior to the rental. No fairgrounds equipment (i.e. trash cans) shall be used inside arenas for program equipment.
20. Please turn off all lights and lock all gates in the barn and arena area after the event and when renter is vacating the grounds. Failure to do so will result in a fee being charged to the renter.
21. All livestock must be kept in the appropriate livestock areas and not allowed to roam around the complex.
22. All fairgrounds gates must be locked when the renter leaves the premises. If gates are left open and vandalism occurs, the renter will be held responsible.

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