



EL PASO COUNTY

COMMISSIONERS:
CAMI BREMER (CHAIR)
CARRIE GEITNER (VICE-CHAIR)

COLORADO

HOLLY WILLIAMS
LONGINOS GONZALEZ, JR.

Thank you for considering the El Paso County Fairgrounds for your Special Event!

What is a Special Event? Special Events are events which are arranged for a particular occasion or purpose, such as wedding receptions, birthday/anniversary parties, quincenera's , business/corporate meetings or trainings, sales, equestrian/livestock events, races/motor sports etc.

Special Event Reservation Process

- Contact the Fairgrounds Office to determine the availability of the facility you wish to rent. Please be prepared with all necessary information regarding your event or activity.
- After determining if the facility is available, you can [Apply Online](#)
- Once your Rental Application is received, we will reach out to you with the rental deposit due date and all other documentation necessary for your event if applicable.
- The balance of your rental payment needs to be received in the Fair office no later than 30 business days prior to your event.
- The damage deposit will be returned if no issues have occurred.



Fair & Events Center Team El Paso County Parks and Community Services

El Paso County Fairgrounds
366 10th St. Calhan CO, 80808
Office: (719) 520-7880
events@elpasoco.com



Event Holder Checklist

No Alcohol for consumption is allowed on the El Paso County Fair & Events Complex unless provided by the El Paso County Fair Corporation

Name: _____ Event Date/ Times: _____

- Signed contract received (online or in person) Note: Completed contract must be returned within 30 days of the tentative event date. Failure to return within this time limit may automatically cancel facility reservation.
- Deposit check/cash in the amount of \$____ (refundable) Date Rec'd _____
Reservation date is not guaranteed until deposit is received.
- Rental payment in the amount of \$____ Date Rec'd _____
Rental needs to be received 30 days prior to the event.
- Indemnification and Waiver of Liability Date Rec'd _____
- Bar Service Agreement Yes _____ No _____ Date Rec'd _____
Insurance Required Yes _____ No _____ Certificate Rec'd _____

If yes, request and supply an insurance certificate for dates noted and include "El Paso County" as additional insured, email event@elpasoco.com. Online application and online payment are preferred. If mailing: send application, payment, and insurance info to: El Paso County Fair & Events Center 366 10th ST. Calhan, CO 80808

- Building(s) Leased: _____
- Clean up post event
 - Cleaning Supplies – location
 - Floors - Swept/mop up spills
 - Tables & Chairs – wiped off & back on rack
 - Trash Cans – emptied into dumpster outside
 - Kitchen – cleaned/swept/mopped (see list in kitchen)
 - Parking lot – trash picked up
 - Restrooms – Picked up/trash emptied into dumpster outside
 - Foyer – swept/mopped
 - Ensure ALL doors & windows are locked

Emergency Contact: Adam Baker (719).499.9882 / Andschana Aljets (719).374.2013

-I have received and read all the above instructions for the attached Special Event Request Form-

Event Organizer: _____ Date: _____



Indemnification and Waiver of Liability

To the extent authorized by the law, my signature below indicates that I shall defend, indemnify, and hold El Paso County, Colorado and the El Paso County Fairgrounds Corporation free and harmless from and against any and all liabilities, demands, claims, damages, legal suits, judgments, decrees, and court awards including costs, expenses, and attorney fees on account of injuries to or death of any person or persons, including myself, or damage to any property arising out of or related to participating in this event which includes intentional or negligent acts, errors or omissions of the County or Fairgrounds Corporation or its agents, officers, volunteers, servants, and employees, subcontractors or assignees, whether contractual or otherwise during the performance of this agreement and pursuant to its terms. Nothing in this section shall be deemed to waive or otherwise limit the defenses available to the county pursuant to the Colorado Governmental Immunity Act or as otherwise provided by law.

The signature below indicates agreement with all stipulations in this contract.

Event Organizer: _____

Date: _____

I (printed name) _____ choose not to have beverage / bartender service at my reserved event at the El Paso County Fairgrounds.

Alcohol Policy Acknowledgment and Compliance

By signing below, I acknowledge that it is illegal to bring alcoholic beverages onto the fairgrounds. A fine of up to \$250.00 may be imposed by the courts for a violation of the provision. Violations of this policy by you or anyone associated with you or your organization, and all associated parties will be required to vacate the premises immediately. The violators may be subject to arrest and prosecution.

Event Organizer: _____

Date: _____



EPC Fairgrounds Corporation Beverage / Bartender Service Agreement

Name

Address

Phone

Email

Event Date

Start Time

End Time

Type of Event

Requested Building

The El Paso County Fairgrounds Corporation (Corporation) will provide beverages and bartending services for your event under the following guidelines:

- A \$50 per hour fee will be charged with a minimum of three hours of serving time and 30 minutes for set-up and 30 minutes for tear down (for a minimum of four hours). The fee will include setting up and tear down of the bar area, and a bartender. The fee is paid at the time of executing the agreement.

Please make checks payable to the EPC Fairgrounds Corporation.

- All beverage and bar services must conclude at midnight.
- The Corporation will retain all proceeds from the alcohol sales.
- The Corporation will strictly enforce all State of Colorado alcohol and beer sale regulations.
- Event organizers or guests will not be allowed to bring alcohol beverages onto the fairgrounds.
- Event organizers or guests will not be able to remove any alcohol beverages from the fairgrounds during or following the event, including all open or un-opened bottles, cans or containers.



EPC Fairgrounds Corporation

Bar Service Options

- **Cash Bar**

- The Corporation provides all alcohol. A list of available beverage options will be provided to you.
- You must submit a list of desired alcohol to the Corporation at least two weeks prior to the event.
- Unopened cases of specially ordered beverages do not need to be paid for. However, open cases of specially ordered beverages must be paid for in full.

- **Open Bar**

- You may provide your own alcohol, which must be turned over to the Corporation at least 3 days before the event.
- You may also order beverages from the Corporation's list, but any specially ordered drinks for the open bar must be paid for in advance.

Note - Any remaining alcohol, including special orders and alcohol brought in by you, becomes the property of the Corporation and cannot be removed from the premises.

*- I have received and read all the above instructions for the -
- Beverage/Bar Service Agreement -*

Signature: _____

Date: _____

Printed Name: _____



2025 County Fair & Events Center Fee Schedule

Individual / Non-Profit					
Facility Use Category	Full Day	Half Day	Deposit	Capacity	Size
Grounds Only	\$135	\$88	\$88		
Swink Hall (incl. Kitchen, 120 chairs, 20 tables)	\$259	\$169	\$169	300	100' X 60'
Livestock Arena Building (Swine & sheep barns, restrooms, showers)	\$239	\$155	\$155	2400	200' X 154'
Grandstand / Rodeo Arena / Race Track	\$265	\$172	\$172	3380	
Grandstand	\$100	\$65	\$65	2800	
Rodeo Arena	\$85	\$55	\$55		
Race Track	\$150	\$98	\$98		
Grandstand Building (15 picnic tables)	\$117	\$76	\$76	550	220' X 50'
Small Animal Barn	\$150	\$98	\$98		
Whittemore Building (30 tables 200 chairs)	\$295	\$192	\$192	800	100' X 125'
Whittemore Building (youth sports)	\$10 / hr	\$10 / hr	\$10 / hr		
First Aid Building	\$61	\$40	\$40		
Kitchen Use Only (Swink)	\$44	\$29	\$29		
Grandstand Kitchen	\$44	\$29	\$29		
Pavillion - Small	\$100	\$75	\$75		
Pavillion - Large	\$200	\$130	\$130	\$ 200.00	

Commercial					
Facility Use Category	Full Day	Half Day	Deposit	Capacity	Size
Grounds Only	\$203	\$132	\$132		
Swink Hall (incl. Kitchen, 120 chairs, 20 tables)	\$389	\$253	\$253	300	100' X 60'
Livestock Arena Building (Swine & sheep barns, restrooms, showers)	\$359	\$253	\$253	2400	200' X 154'
Grandstand / Rodeo Arena / Race Track	\$400	\$260	\$260	3380	
Grandstand	\$150	\$98	\$98	2800	
Rodeo Arena	\$123	\$78	\$78		
Race Track	\$225	\$146	\$146		
Grandstand Building (15 picnic tables)	\$176	\$114	\$114	550	220' X 50'
Small Animal Barn	\$225	\$146	\$146		
Whittemore Building (30 tables 200 chairs)	\$428	\$278	\$278	800	100' X 125'
First Aid Building	\$92	\$59	\$59		
Kitchen Use Only (Swink)	\$66	\$43	\$43		
Grandstand Kitchen	\$66	\$43	\$43		
Pavillion - Small	\$150	\$100	\$100		
Pavillion - Large	\$300	\$195	\$195	\$ 200.00	

Additional Daily Rental Fees	2025
Table	\$ 5.00
Chair	\$ 1.00
Camping Electrical Outlet	\$20/day
Dry Camping	\$ 10.00
Water Hookup (additional)	\$ 10.00
Showers	\$ 95.00
Public Address System	\$ 95.00
Per Hour Set-up / Tear Down	\$ 35.00
Mobile Concession - Electric Hookup	\$100 / Day
Mobile Concession - No Electric	\$50 /Day
Per Hour / Per Employee Janitorial Fee	\$ 40.00
Per Hour/Per Employee w/equip	\$ 50.00
Dump Station	\$ 25.00
Horse Stalls	\$10/day

Group Dry Camping Fees	2025
1 to 25 participants	\$ 60.00
26 to 50 participants	\$ 120.00
51 to 75 participants	\$ 175.00
76 to 100 participants	\$ 235.00
101 to 200 participants	\$ 294.00
201 to 300 participants	\$ 353.00

Dump Station Explanation
2000 gallon tank on the grounds \$500/pump to EPC 75 gallon average per RV/dump 28 RV dumps/tank \$17.85 actual cost per dump to EPCF