



San Juan County Fairgrounds

SPECIAL EVENTS APPLICATION 2025

Thank you for considering the San Juan County Fairgrounds for your event! Please apply at least 30 days in advance to allow staff adequate time to complete the rental process.

The Fairgrounds is under the management of the San Juan County Parks, Recreation & Fair Department. Requests to rent a facility on the Fairgrounds are arranged with administrative staff in a contractual agreement between "San Juan County" and "Renter".

FACILITIES AVAILABLE:

- **Main Building:** The Main Building is the largest structure on the Fairgrounds property. At just over 10,000 square feet, this building had a capacity of 650 with tables and chairs, 1429 with chairs only and 2000 for standing room only. This facility is great for large public or private events including but not limited to music events, fundraisers, craft fairs, festivals.
- **Marie Boe Building:** The Marie Boe Building is located behind the Main Building on the eastern side of the Fairgrounds. At 1,700 square feet, this multi-use facility has a capacity of 120 with tables and chairs, 242 with chairs only and 340 for standing room only. Features include padded chairs, audio plug-ins, enhanced acoustics, heat and restrooms. A venue for intimate events, concerts, theatre, receptions, art shows, etc.
- **Jim Crook Building:** The Jim Crook Building is located behind the Marie Boe Building on the eastern side of the Fairgrounds. At 600 square feet, this building offers a small meeting space for small groups. A venue for such events as small workshops or classes. Capacity is 40 with tables and chairs, 85 with chairs only and 120 for standing room only.



I. EVENT HOLDER INFORMATION

Name of Individual/Organization: _____

Name of Event or Activity: _____

Primary Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Email: _____

II. EVENT DETAILS

A. Date(s) & Times for actual event: _____ & _____ - _____

*Date(s) & Times for: Set-up: _____ & _____ - _____ Clean-up: _____ & _____ - _____

**For events up to 4 hours, 15 minutes of set-up/clean-up no charge. For longer events, rental charge for set-up/clean-up; subject to scheduling, length of set-up/clean-up and approval.*

B. Estimated Event Attendance: _____

C. Will you charge admission fees? Yes No

D. Will food be served? (Temporary Food permit may be required) Yes No

E. Will alcohol be served? Yes No (See section III for details)

NOTE: All alcoholic beverages are prohibited at the Fairgrounds, except by approved WSLCB Banquet Permit or Special Occasion License.

F. Please list which venue you'd like to rent (Main Building/Marie Boe/Jim Crook/Argyle Awing/Argyle Shelter). Supplemental camping space may be available for your event, per request.

G. Please describe any special requests or other pertinent information regarding your event:

III. LIABILITY INSURANCE, LIQUOR SERVICE

- You agree to **protect, defend, hold harmless and indemnify San Juan County** from and against any and all losses, liabilities or damages arising out of this event. No less than thirty (30) days prior to the event, **submit a Certificate of Insurance** and policy endorsements showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County through San Juan County Parks, Recreation & Fair Department named as additional insured. Insurance coverage must be acceptable to the San Juan County Risk Manager. **Insurance policy must cover all dates of event, including set up and take down dates for the event.**

If liquor will be served at an event, **proof of liquor liability insurance** must be provided. Insurance coverage must be acceptable by the San Juan County Risk Manager. No less than seven (7) calendar days prior to the scheduled event, **a copy of a special occasion license (public events) or banquet permit (private events) available online at <http://lcb.wa.gov/licensing/banquet-permits>** must be submitted to the San Juan County Parks, Recreation and Fair Administration office.

If you do not have this insurance coverage through your insurance agent, we can provide you with event insurance at a reasonable cost through our Event Insurance provider. Please request a copy of our separate *Special Event Insurance* information sheet.

A. Date of Certificate Validation: _____ B. Date of Expiration: _____

C. ____ I've attached one copy of our Certificate of Insurance *AND policy endorsements*.*
 *Contract will not be created without all current insurance documents.

D. ____ I will be purchasing Special Event insurance from San Juan County Parks, Recreation & Fair.

IV. FAIRGROUNDS RENTAL FEES (plus sales tax)

<input type="checkbox"/> Main Building (Full Day): \$425/day <i>Includes heat, restrooms, small PA system (upon request), 24 tables, chairs per attendance.</i>	<input type="checkbox"/> Main Building (Hourly): \$50/hour
<input type="checkbox"/> Marie Boe (Full Day): \$250/day	<input type="checkbox"/> Marie Boe (Hourly): \$40/hour <i>Includes heat, restrooms, audio-visual plug-in, 12 tables, chairs per attendance.</i>
<input type="checkbox"/> Main Bldg (or Marie Boe?) Extra Event Load-In Day (12pm day before to 12pm day after): \$600 Total	
<input type="checkbox"/> Jim Crook Building: \$30 per hour; <input type="checkbox"/> \$175 per week; <input type="checkbox"/> \$600 per month	
<input type="checkbox"/> Additional Tables 8' x 30" Banquet (49 total available) # ____ x \$8.00 = \$ ____	
<input type="checkbox"/> Large PA System: \$50/event	<input type="checkbox"/> General Grounds: \$250/event for large event
<input type="checkbox"/> Horse Arena: \$220/event	<input type="checkbox"/> General Grounds: \$20/hr or \$50/maximum 4 hr small event
<input type="checkbox"/> Argyle Shelter & Lawn: \$75/day	<input type="checkbox"/> Argyle Awning: \$125/day
<input type="checkbox"/> Stage Rental: \$200-\$750/event	<input type="checkbox"/> Tent Rentals: \$100-\$950/event
<input type="checkbox"/> Restrooms: No charge	<input type="checkbox"/> Multi-User Discount: 6+ rentals/yr, 15%

- To hold a rental space for one week (5 business days), please include a non-refundable \$25.00 deposit with your application. Full payment is accepted with application. Temporary hold may be extended with a non-refundable \$150 deposit.
- To secure rental date and space, the balance of the total cost (less the deposit) is due within one week (5 business days). Credit card payment accepted. Make checks payable to San Juan County Parks, Recreation & Fair Department. Mail to the address on page one.
- For rental dates held for the new year, payment is due within 5 business days of the new year.
- For events reoccurring on a monthly-basis, an invoice can be provided upon request.
- A \$250.00 (Main Building/Marie Boe) and \$100 (other locations) damage/cleaning deposit must be paid by separate check when you are returning your signed copy of the contract.
- Pick up rental key on the last business day prior to your event.
- Any check returned for non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of Special Event Permit. Issuer may be liable for costs required to collect on any monies due (minimum charge of \$35.00 per collection).
- **Cancellation Policy:** Cancellations made 30 days or more in advance of rental date will incur a cancellation fee of 25% of the total fee. Cancellations made within 30 days, but prior to 3 days in advance of rental date, will incur a cancel fee of 50%. Within the three dates prior to your rental date, all fees become *non-refundable*.

V. CONTRACT TERMS

- San Juan County Parks, Recreation and Fair Department shall furnish electricity, water and all restroom supplies. The TENANT is responsible for the cleanliness of restrooms during the event.
- The TENANT agrees to abide by all applicable state and local health, fire, electrical and safety codes and will take immediate corrective action when notified of violations.
- TENANT agrees to pay all fees and charges and secure all public permits necessary for said function. Failure to make payment will result in appropriate collection measures and jeopardize future issuance of contracts. In the event of a profit-making function, the percentage of the gross fee due is ten (10) days after the event.
- The **scheduled hours** of the event must be identified in the application. Out of respect for our property neighbors, **all formal activities, including music, are concluded by 10:00pm**, allowing for clean-up and exit from the park prior to the Fairgrounds 11:00 am event hour limit.

TENANT will comply with the San Juan County code and overlay district:

- 9.06.040; **A. It shall be unlawful for any person to make or cause to be made any loud or unreasonable noise between the hours of 10:00 p.m. and 7:00 a.m. Noise shall be deemed to be unreasonable when it disturbs, injures, or endangers the peace or health of another or when it endangers the health, safety, or welfare of the community. Any such noise shall be considered to be a public nuisance and an unlawful noise disturbance.**
- 18.35.155; **Outdoor events at the fairgrounds shall be limited to the hours of 7:30 a.m. to midnight.**
- Permit Holder shall be responsible for securing a **Washington State Sales Tax Number or UBI #**, either temporary or regular, for sales of goods at the event.
- Any **violation or non-compliance** with the stated terms may result in immediate cancellation of Fairgrounds Contract and/or ejection from Fairgrounds property.
- The TENANT agrees to keep the premises clean and orderly, and at the expiration of the term, perform any cleaning services necessary to leave the facility as it was found, reasonable use and wear excepted. In the event any part of the facility reserved and/or the Fairgrounds is damaged as a result of any action associated with the rental by TENANT, the TENANT agrees to pay for the cost of repairs for said damages. Payment for said repairs is due no later than thirty (30) days after the scheduled event.
- The TENANT shall be refunded the damage/cleaning deposit in full or in part, to the extent that the building is cleaned to the condition in which it was found. Any damage to Fairgrounds property or additional labor resulting from the party's use will result in forfeiture of all or part of the deposit. You may be held liable for any additional damages which exceed \$250.00/\$100.00. For lost rental keys, full deposit fee will be retained. For multi-date rental, the deposit must be replenished prior to the next rental date, any time it has been applied.

NOTE that this in an application only and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the San Juan County Parks, Recreation & Fair Department office prior to the event or activity for final approval by the Director.

By signature below, I hereby agree to comply with all terms of this permit application.

➔ **APPLICANT'S SIGNATURE:** _____ **Application Date:** _____

WA State Tax ID #/ UBI #: _____