Arapahoe County Fairgrounds and Park Policies and Procedures

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SECTION 1: DEFINITIONS

Arapahoe County Fairgrounds – means the following Arapahoe County facilities that are subject to the Policies and Procedures:

Arapahoe County Fairgrounds and Park
Arapahoe County Fairgrounds Event Center Conference Rooms
Arapahoe County Fairgrounds Event Center Exhibition and Event Halls
Arapahoe County Fairgrounds Covered and Outdoor Arenas
Parking lots and other open land at the Arapahoe County Fairgrounds

Day or Days – means calendar days.

Event or Events – means any approved activity that takes place on a scheduled date and time at the Arapahoe County Fairgrounds.

Event Holder or Event Holders – means any individual, organization, or entity using and/or renting the Arapahoe County Fairgrounds, including Arapahoe County departments.

Event Attendee – Any person attending the event.

Policies and Procedures – means these Arapahoe County Fairgrounds and Park Policies and Procedures and the Open Spaces Rules and Regulations.

Rental Agreement – means the Standard Event Rental Agreement between Arapahoe County and an Event Holder acknowledging use, fee arrangement, and general conditions for any event held at the Arapahoe County Fairgrounds.

SECTION 2: MISSION

The mission of Arapahoe County's Fairgrounds and Park is to provide educational, agricultural, and recreational experiences that celebrate our western heritage and preserve our prairie environment, while balancing the needs of our community with the fairground's environmental, economic, and managerial sustainability.

The Arapahoe County Fairgrounds and Park is used primarily to:

- Host the Arapahoe County Fair;
- Showcase the achievements of our 4-H youth and community;
- Facilitate youth participation in 4-H activities;
- Preserve our western heritage and history;
- Provide County and community-oriented activities and events; and
- Help connect visitors to nature through the surrounding trails and open space.

When scheduling events, the County strives to reach the following goals:

- Diversify offerings;
- Serve as a community partner;
- Host family centered activities; and
- Cover operational costs.

SECTION 3: PURPOSE

The purpose of the Arapahoe County Fairgrounds and Park Policies and Procedures is to provide consistent direction for Arapahoe County, Event Holders, and event attendees, and to provide a safe and quality experience while using the Arapahoe County Fairgrounds and Park.

The Arapahoe County Fairgrounds and Park Policies and Procedures are subject to periodic review. Event Holder agrees and acknowledges that the Arapahoe County Fairgrounds and Park Policies and Procedures and the Arapahoe County Open Spaces Rules and Regulations in place at the time of the date of the Event shall govern.

Arapahoe County retains control and management of Arapahoe County Fairgrounds at all times and shall have the right at all times to enforce all rules and regulations including these Policies and Procedures. Event Holder agrees to comply with all applicable federal, state, and local laws, resolutions, ordinances, and rules and regulations that may apply to its use of the Arapahoe County Fairgrounds. Arapahoe County shall have the right to evict all persons who fail or refuse to comply with such rules and regulations and these Policies and Procedures. Arapahoe County reserves the right to require an Event Holder to provide references from previous events.

SECTION 4: PRINCIPLES & EVENT HOLDER EXPECTATIONS

To help ensure a mutually productive, positive experience as we work together to bring your event to life, our staff's approach to Event Holder relations incorporates the following principles. The following image summarizes our team's Event Center Philosophy It's what we believe in, what we stand for, and the values we bring to working with Event Holders.

EVENT CENTER
Arapahoe County Fairgrounds and Park

We believe
in EXCEPTIONAL
experiences

a world where
CUSTOMERS
come first

&

WE EMBRACE
DIVERSITY

AND

Want nothing more than
to COLLABORATE
with YOU

We care deeply about our
COMMUNITY

&

Strive to be a
LEADER in
the event industry

We feed off
of successful
EVENTS &
ENTHUSIASM

Partnership &
Innovation

While small but mighty, we
WILL rise to ANY occasion
and ACCOMPLISH
great things

One thing we know for sure,
you will love us before you leave

The second principle is our Event Holder Expectations Checklist. This outlines what we expect from Event Holders working with us.

- Be timely and meet deadlines–including payment milestones, details for confirmation and floor layout, documentation from vendors and/or event holder such as permits;
- Respect our venue and property as well as other event holders onsite at the same time as your event;
- Be professional and courteous;
- Be mindful of your coordinator's time—please make an appointment if you would like to meet and come prepared for your scheduled meeting;
- Be flexible when needed—we are doing our best to accommodate your needs and exceed your expectations;
- Be responsive and communicate updates in a reasonable amount of time
- Review shared documents—these are resources for you!; and
- Details, details, details—the more we know, the more we can help

Together, our principles and Event Holder Expectations lead to successful events.

SECTION 5: EVENT APPROVAL

Arapahoe County reserves the right to refuse to book any event, or to place conditions upon any event. Events may be refused for several reasons including insufficient space, potential for undue or unusual damage to facilities, misalignment with the Arapahoe County Fairgrounds and Park's mission, unprofessional behavior by Event Holder, failure to comply with local, state or federal laws, rules or regulations, etc. No event shall be booked at the Arapahoe County Fairgrounds that interferes with the Annual Arapahoe County Fair.

Once an event has been accepted, the Rental Agreement has been signed and executed, and all required deposits have been paid in full, Arapahoe County Fairgrounds management may, in its sole discretion, agree not to schedule a like event on any part of the Arapahoe County Fairgrounds during a reasonable period of time as that scheduled by the Event Holder.

For additional information on our booking and approval process, please review our Venue Calendar Booking Process.

For additional information on large events, please review our Large Events Checklist.

Reservations

Vendor proposed revisions to the form Rental Agreement must be provided to Arapahoe County Fairgrounds management in writing and are subject to additional legal review. Revisions may delay an event's approval.

SECTION 6: EVENT RATES & CATEGORIES

Unless otherwise noted, rates are set forth in the Arapahoe County Facilities Rental Fees. Rental fees are reviewed and increased on a regular basis to ensure the Arapahoe County Fairgrounds and Park can recover their operational expenses, provide expected services and remain competitive with similar venues. Fee increases will be communicated in advance of a booking.

Interdepartmental Events

This rate applies to any department within Arapahoe County. These events must complete an interdepartmental request form.

4H Events

This rate applies to an event organized or affiliated with Arapahoe County's Colorado State University Extension Program.

Nonprofit Events

This rate applies to organizations registered with the State of Colorado as a non-profit 501(C)(3) or similar qualifying non-profit entity. To receive nonprofit facility pricing, the nonprofit organization must be listed on the contract, provide a Certificate of Good Standing as well as provide a letter, on the nonprofit letterhead, to Arapahoe County Fairgrounds management outlining the beneficiary terms. Events that are for-profit and have collaborated with a nonprofit to pull a Special Event Liquor Permit, do not qualify for nonprofit facility pricing.

Public Events

This rate applies to any for-profit events that charge facility admission, charge a participant fee, have ticket sales and/or vendor booth fees. These events are subject to additional surcharges.

Weekday Events

This rate is applied to any event that takes place Monday-Thursday.

Weekly Reoccurring Events

This rate applies to events that take place several times in each week or month. This rate is calculated by the hall price that is being rented, broken down by the rentable hours (7am-1am) and applying the weekday rate.

SECTION 7: FEES & TAX PROVISIONS

Payment of Fees

A non-refundable, down payment equal to 25% of Total Anticipated Expenses shall be paid on the date the Rental Agreement is signed by the event holder for events with rental fees in excess of $101 dollars. Typically, the remaining balance will follow a 90-60-30-day payment schedule. Please reference event checklist for specific payment schedule. The full remaining balance

payment is due a minimum of 30 days prior to the start of the scheduled event. Rental payments that are not received a minimum of 30 days prior to the event's start date risk cancellation of the event. Rental fees less than or equal to $100 dollars must be paid in full at the time of booking . Payments must be paid by **CASH, MONEY ORDER, CASHIER'S CHECK, BUSINESS CHECK or CREDIT CARD (No American Express)**, payable to Arapahoe County Government.

Cancellation Fees

Event Holder may cancel an Event without cause by providing written notice (letter or email) to Arapahoe County. Event Holder must include name and date of event and statement of cancellation.

In the case the Event Holder cancels the Event without cause, a non-refundable 25% down payment of the Total Anticipated Expenses shall be retained by Arapahoe County upon the cancellation of any scheduled Event if canceled 90 days or more before the first scheduled Event date. If the Event is canceled 89-60 days before the first scheduled Event dates, Arapahoe County may retain 50% of the total anticipated expenses. If the Event is canceled 59-30 days before the first scheduled Event dates, Arapahoe County may retain 75% of the Total Anticipated Expenses. If the Event is canceled 29 days or less before the first scheduled Event dates, Arapahoe County may retain 100% of the Total Anticipated Expenses.

# of Days Before Scheduled Event	Cancellation Fee Assessed
90 days or more	25% of total anticipated expenses
89-60 days	50% of total anticipated expenses
59-30 days	75% of total anticipated expenses
29 days or less	100% of total anticipated expenses

County shall not be responsible for any damages, monetary or otherwise, due to cancellation by the Event Holder.

If Arapahoe County cancels the Event without cause, then all monies paid to the County by the Event Holder shall be refunded. Any liability of the County shall be limited to the rental fees paid to the County by the Event Holder. Arapahoe County shall not be responsible for any damages, monetary or otherwise, due to cancellation of an Event. The County assumes no liability for cancellation of an Event regardless of the reason.

Transfer of Date

If the Event Holder has an existing booking and would like to transfer their date(s), they may do so if the proposed new date is available. The Event Holder will need to provide written notice to Arapahoe County Fairground's staff to initiate the transfer of the event date. The Event Holder will be charged at least a $200 transfer fee if Arapahoe County is <u>not</u> able to book the existing date with another Event Holder. A change in this transfer date fee amount may apply based on the hall size, weekend/weekday rates, changes in rental pricing, etc.

Cleaning Cost Requirements

The Event Holder will be provided cleaning instructions for the rented facility after the Rental Agreement is fully executed. The Event Holder is responsible for clean up during and after the event. Event Holder shall also be responsible for maintenance of access to all fire exits and other necessary safety actions. Failure to meet the clean-up requirements by the Event Holder may result in partial or total forfeiture of the damage deposit and/or any additional fees.

Damage Deposit

Event Holder shall pay a refundable damage deposit, included in the contracted total, based on the number of people attending the Event as specified in Rental Agreement. The damage deposit will be refunded if 1) the facilities rented are left in its original condition; 2) there are no damages or additional costs; and 3) contracts for any required security or required county vendors are paid in full with the contracts completed. Failure to vacate the property after the 1am rental time will result in a retainage of 25% of your damage deposit/hour. Damages or costs assessed after the Event that are in excess of the damage deposit shall be paid by the Event Holder within 15 days after receiving an invoice from the County.

Insufficient Funds Policy

Any business checks returned by the bank for any reason will be assessed the actual return fees charged to Arapahoe County. Event Holder will then be required to make payment with certified funds. The event will not be scheduled or date held until certified funds are received. Arapahoe County will not accept a reservation for a future event from a prospective Event Holder owing money to Arapahoe County. Reservations for any additional events previously scheduled are also subject to cancellation. In its sole discretion, Arapahoe County may refuse to rent the Arapahoe County Fairgrounds to any prospective Event Holder who, at any time, failed to make full payment in sufficient funds to Arapahoe County within 30 days after the date of written notice.

Security

Arapahoe County may require security for an event at Event Holder's expense, based on the type of event and/or when the event is scheduled. Arapahoe County Sheriff's Office, and /or Arapahoe County Fairgrounds management will evaluate security needs for an event.

All paid Event Holders are required to pay a lock up fee for their set-up, tear down and event days. Fees are determined by the Arapahoe County security provider.

Arapahoe County departments hosting an event are not required to pay a security lock up fee. It is the responsibility of the interdepartmental event holder to secure their event space is locked and secured before exiting the facility.

Sales Tax Collection

Event Holders and their vendors are responsible for collecting and submitting to the appropriate government entities all sales tax and/or any other fees in compliance with Arapahoe County, State of Colorado, and federal rules.

For additional information on sales tax collection, please click here. The Colorado Department of Revenue regularly checks vendors operating at Arapahoe County Fairgrounds for compliance with the collection and remittance of sales tax.

SECTION 8: GENERAL USAGE POLICIES

Access During Events & Time of Events
Arapahoe County employees or authorized designees responsible for management, operations, and maintenance of the Arapahoe County Fairgrounds shall have the right to access all areas of the Arapahoe County Fairgrounds at any time during any event.

The County reserves the right to regulate the time, place and manner of proposed activities in its Facilities after considering all applicable factors and interests. The terms "set up" or "tear down" shall include the use of the Facilities for moving in and out to prepare the Facilities for an event. The hours for set up and tear down shall be specified in the Rental Agreement and will be at the discretion of the County. Standard event times shall fall between the hours of 7 a.m. and 1 a.m. the following day, unless approved by the Facility.

Animals
Event Holders utilizing the Arapahoe County Fairgrounds for any activity in which animals are used or exhibited shall comply fully with all applicable laws, ordinances, rules, regulations, and/or orders applicable to the safe humane care and treatment of animals. Event Holder assumes the full responsibility to meet and satisfy all applicable laws, ordinances, rules, regulations, and/or orders as they relate to the needs and rights of the animals that are under the Event Holder's or persons attending the events care and control. As provided in the Rental Agreement, Event Holder agrees to indemnify Arapahoe County for any event utilizing animals in the manner

No Event Holder at the Arapahoe County Fairgrounds shall be allowed to hold events or activities that may, in the opinion of Arapahoe County Fairgrounds management, endanger or harm animals in any manner. These activities include, but are not limited to, steer tailing, forefooting, forefooting on horseback and steer or horse tripping.

Event Holder is required to provide immediate notice to Arapahoe County Fairgrounds management if animals experience disease symptoms or breakouts while at the Arapahoe County Fairgrounds. Any Event Holder contact with the Colorado State Veterinary's office requires immediate notification to Arapahoe County Fairgrounds management.

All animals must be penned, stalled and otherwise confined or under the direct control of the owner or handler at all times. Persons keeping animals on the premises must use every care to assure the safety of visitors and other facility patrons/personnel. Violation of these Policies and Procedures may result in removal of the animal(s) from the premises and/or Arapahoe County Animal Control may be notified.

Personal animals and pets are not permitted on the Arapahoe County Fairgrounds, with the exception of service dogs or contestant animals or pets.

Building Usage Instructions for Event Holders

Event Holder will be instructed on facility equipment, including the public address system and locking mechanisms, prior to their event.

Capacity

The Event Holder is required to notify Arapahoe County at least 30 days prior to the event if the expected attendance has increased or decreased. Although Arapahoe County tries to accommodate all reasonable requests for additional attendees in excess of initial projections, it is not required to do so, and Arapahoe County Fairgrounds reserves the right, in its sole discretion, to refuse such requests. If the Event Holder notifies Arapahoe County 30 days prior to the event that participation has increased by more than 100 people, additional security fees will be assessed, the event may be required to move to an alternate location at the Fairgrounds, the Event Holder could incur additional charges depending on facility capacity, and/or the Event Holder may need to change their event to another date. If the Event Holder increases participation by more than 20% and/or 100 people and does not notify Arapahoe County 30 days prior to the event, additional security fees and a financial penalty will be assessed. The financial penalty is 10% of contracted Facility and Services Fees or $500 (whichever is greater). If the increase in attendance exceeds the suggested fire safety capacity, Arapahoe County Fairgrounds reserves the right, in its sole discretion, to immediately discontinue the event.

Camping / RV Use

Arapahoe County Fairgrounds RV sites are not available for public use, unless approved by Arapahoe County Fairgrounds management. RV users must be associated with an event taking place onsite. The Event Holder is responsible for collecting payments and assigning spaces. Arapahoe County Fairgrounds management will collect fees from the Event Holder post Event. Fees are per space, per night. Event Holder is on notice that the Arapahoe County Fairgrounds does not have a dump station. All wastewater must be disposed of properly offsite.

For additional information on camping and RV use, please click here.

Covered Arena Guidelines

The Event Holder agrees to follow the Covered Arena Guidelines. The Event Holder is responsible at all times to ensure the Covered Arena Guidelines are followed. Failure to meet the Covered Arena Guidelines by the Event Holder may result in partial or total forfeiture of the damage deposit and/or additional fees.

For additional information on our Covered Arena Guidelines, please click here.

Decorating Guidelines

The Event Holder agrees to follow the Decorating Guidelines. The Event Holder is responsible at all times to ensure the Decorating Guidelines are followed. Failure to meet the Decorating Guidelines by the Event Holder may result in partial or total forfeiture of the damage deposit and/or additional fees.

For additional information on our Decorating Guidelines, please click here.

Event Marketing

Only public events that have been approved by the Arapahoe County Fairgrounds will be posted on the following promotional channels at no additional cost to the Event Holder, as room permits and as Arapahoe County Fairgrounds staff sees fit: website listing and social media. Arapahoe County Fairgrounds office phone number as well as any Arapahoe County phone number shall not be published or placed on any promotional material for any event or otherwise published in connection with an event. The Arapahoe County logo may not be used on any promotional material without the express written consent of Arapahoe County.

EMT/Medical Personnel

In the interest of public and competitor safety, the Fairgrounds management staff reserves the right to require certified EMT/medical personnel at any public or private event.

Event Staffing

Arapahoe County may be able to provide personnel for limited activities at an additional charge. An Arapahoe County employee may be on site or on call during an event. This will be determined on an event-by-event basis and finalized during planning meetings and as further described in the Rental Agreement.

Facility Alterations

The Event Holder may not undertake any plumbing, electrical, telecommunications, carpentry, or mechanical work, or hang decorations, signs, bunting, or advertising materials on any Arapahoe County facilities without prior authorization of Arapahoe County. Event Holder must review and sign the Decorating Guidelines before the event takes place.

Fire Safety Standards

All fire regulations track the most recently adopted International Fire Code (IFC) as approved by South Metro Fire Department and shall be strictly observed. The IFC regulates the placement of tables and chairs, decorations, dimensions of all aisles and exits, fireworks, permitting, etc. Arapahoe County will work with the Event Holder during planning meetings to ensure compliance with the IFC. However, the Event Holder is ultimately responsible for all compliance. The Event Holders should contact the South Metro Fire Department with any questions.

Floor / Area Plans

The Event Holder shall submit floor / area plans to Arapahoe County a minimum of 30 days prior to the Event. Plans should include decorations, dimensions and locations of all aisles, booths, tables and chairs, parking areas, loading and unloading areas, etc. The Event Holder is required to provide protection for the floor from any damage, including damage from oil or any other liquids. Arapahoe County will work with each Event Holder on specific needs and requirements to ensure compliance with fire safety standards and Arapahoe County Fairgrounds requirements.

Food Service / Event Catering / Health Permits

When an event involves a temporary food service operation or food demonstration, the Event Holder is required to obtain the necessary permit(s) from the Arapahoe County Health Department. For additional information on Arapahoe County Health Department requirements, please click here.

Force Majeure

The Rental Agreement covers contractual obligations when unexpected, uncontrollable and/or catastrophic situations prevent an event from occurring.

Freight and Mail Deliveries

In general, deliveries will not be accepted by any Arapahoe County employee for any event or Event Holder. If it is necessary, prior arrangements can be made with staff to accept freight under the following conditions:

- Freight will be stored in the small conference rooms, if available, at the per day rental rate;
- Deliveries must be received between 8:00 a.m. and 3:00 p.m. on weekdays. If deliveries occur outside of these hours, there is no guarantee of staff being available and on site to receive the delivery. Any additional costs associated with after-hour deliveries, lost freight or other costs shall be the responsibility of the Event Holder;
- Use of equipment to unload deliveries, if available, must be arranged prior to deliveries. Any additional costs shall be the responsibility of the Event Holder; and
- Arapahoe County is not responsible for lost, damaged, or incomplete deliveries.

Hazardous Waste

The Event Holder shall not collect, distribute, dispose, release, or otherwise discharge hazardous waste or materials while Event Holder is on the Arapahoe County Fairgrounds. Should the Event Holder become aware of or is in possession of such hazardous waste or materials, the Event Holder shall immediately notify Arapahoe County Fairgrounds staff to determine the need to initiate an emergency call to 911. Additionally, the Event Holder agrees not to dispose of any refuse or empty any fluids onto the ground or in stormwater conveyances while at the Arapahoe County Fairgrounds including discharge of effluent waste from food trucks.

Arapahoe County will require the Event Holder to pay a minimum fine of $2,000 dollars plus all costs incurred by Arapahoe County for remediation. Such a fine shall be imposed by Arapahoe County for each infraction and Event Holder shall be deemed in material breach of the Rental Agreement and subject to immediate termination of the Rental Agreement and removal from the Arapahoe County Fairgrounds. Arapahoe County fines are in addition to any fines that may be imposed by the Federal Environmental Protection Agency, the Colorado Department of Health and Environment, and/or the Colorado Department of Regulatory Agencies.

Risk Management Incident Reporting

In the case of an accident or emergency, the Event Holder agrees to cooperate with Arapahoe County in the formulation of an action plan and response to media inquiries. All accidents,

significant occurrences, and incidents, including situations requiring a law enforcement response, must be reported to Arapahoe County as soon as possible, but not later than the next business day at the Arapahoe County Attorney's Office, Division of Risk Management Phone: 303-795-4637 Email: rmanagement@arapahoegov.com.

Key Distribution

Arapahoe County Fairgrounds management may, in its sole discretion, distribute keys and/or access cards to the Arapahoe County Fairgrounds' facilities. Such distribution will be arranged during the event planning meetings. Failure to return distributed keys and/or access cards at the specified time shall result in forfeiture of the damage deposit, and any additional costs should Arapahoe County determine that it is necessary to re-key any facilities.

Limitation of Liabilities

Arapahoe County shall not be liable for any indirect, incidental, special, or consequential damages, or damages resulting from the use of the Arapahoe County Fairgrounds by the Event Holder. Arapahoe County liability shall in no occasion exceed the amount received under the Rental Agreement for damages arising out of, relating to, or in any way connected with the event. Users of Arapahoe County Fairgrounds are advised to procure event cancellation insurance. Arapahoe County will not assume liability for any cancellation.

Lost or Stolen Articles

Arapahoe County shall not be responsible, under any circumstances, for property of the Event Holder or guests while on the Arapahoe County Fairgrounds. Arapahoe County will not accept lost and found articles for distribution. Unclaimed articles must be held and distributed by the Event Holder. In addition, Arapahoe County is not responsible for any loss of articles or equipment left unattended at the Arapahoe County Fairgrounds. Without the accompaniment of Arapahoe County Staff or security personnel, the Event Holder may not enter the Fairgrounds after hours to retrieve or look for lost or left items. All articles, equipment, exhibits, displays, or materials shall be brought into the Arapahoe County Fairgrounds only at such times as designated by the Rental Agreement. The Event Holder assumes all responsibility for any goods or material that may be placed in Arapahoe County's storage before, during, or after an event.

Noise Restrictions

Noise levels shall not violate state or local laws.

Open Carrying of Firearms

Pursuant to Colorado Revised Statute Section 29-11.7-104 and the Arapahoe County Weapons Policy, open carrying of firearms is prohibited throughout the Arapahoe County Fairgrounds and at all Arapahoe County facilities when signs are posted at the entrance of the facilities informing persons of this prohibition.

Parking Lots and Roadways

Multiple events may be conducted simultaneously at the Arapahoe County Fairgrounds. It is the Event Holder's responsibility to coordinate with Arapahoe County on parking area assignments. Fire lanes must be kept open for police, fire, ambulance, and other emergency units.

Arapahoe County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property. Event Holders are required to park in designated parking. Guests of an Arapahoe County Fairgrounds facility who park in any non-designated area do so at their own risk and may be ticketed or towed at their own expense.

Photos

No professional/commercial audio and/or video recording or photography is allowed in the Fairgrounds, except when pre-approved by Fair Management through a valid service agreement. Guests are welcome to bring phones, cameras and other recording devices for personal use.

Rodeo Arena Guidelines

The Event Holder agrees to follow the Rodeo Arena Guidelines. The Event Holder is responsible at all times to ensure the Rodeo Arena Guidelines are followed. Failure to meet the Rodeo Arena Guidelines by the Event Holder may result in partial or total forfeiture of the damage deposit and/or additional fees.

For additional information on our Rodeo Arena Guidelines, please click here.

Safety

The Event Holder understands that Arapahoe County Fairgrounds facilities and services are being made available only for the reserved purpose and on the condition that the Event Holder, its staff, and its attendees do not disrupt the property or the normal operation of the Arapahoe County Fairgrounds. The Event Holder agrees at all times to adhere to all rules, regulations, and policies of the Arapahoe County Fairgrounds, and to follow all reasonable directions and instructions of Arapahoe County officials, including hired security personnel. Arapahoe County reserves the right to revoke access privileges to any Event Holder, event staff, event attendees, or event guests for violating the law or any policy, rule, or procedure, or if the person's conduct becomes, in Arapahoe County's sole and absolute discretion, disruptive or creates concerns for the health and safety of any other person. In such event, the Event Holder shall make arrangements for the immediate removal of such person from Arapahoe County Fairgrounds property.

Smoking

Pursuant to Arapahoe County Ordinance 88-1 and the Open Spaces Rules and Regulations, it is unlawful to smoke or to use an electronic smoking device in Open Spaces Facilities and Properties. This includes, but is not limited to, the use of tobacco cigarettes, e-cigarettes, vape devices, marijuana products, and cigars.

Sub-Leasing

The Event Holder may not, under any circumstances, sub-lease facilities, equipment, or materials owned by Arapahoe County, without the express written consent of Arapahoe County.

Use of or Loss of Arapahoe County Equipment

Arapahoe County's employees are the only insured users of Arapahoe County's motorized equipment. Use of this equipment by an Event Holder is strictly prohibited. Additionally, the Event Holder shall not dispose of any equipment or materials owned by Arapahoe County.