



Event Checklist

- ❑ Sign Contract
- ❑ Sign Guidelines-complete at contract signing
- ❑ Submit certificate of nonprofit status-due at contract signing (if applicable)
- ❑ Pay 25% non-refundable deposit-complete at contract signing
- ❑ Review Facility Policies and Procedures online at www.arapahoecountyeventcenter.com
- ❑ Review Safe Events informational sheet (included)
- ❑ Pay 50% of rental fees-complete 90 days prior to event
- ❑ Pay 75% of rental fees-complete 60 days prior to event
- ❑ Submit Certificate of Insurance-complete 60 days prior to event
- ❑ Submit and pay for all permits (liquor license, fire permit, Tri-County)-complete 60 days prior to event
- ❑ Schedule final walk through with event staff at 30 days prior to event
- ❑ Pay final balance-complete 30 days prior to event
- ❑ Submit items for TV displays, social media channels and website-complete 30 days prior to event
- ❑ Damage deposit refunded to client-30 days following the event
- ❑ Complete facility survey- complete post event



ARAPAHOE COUNTY
OPEN SPACES

Book Today

Book your next event at the
Arapahoe County Fairgrounds Event Center
www.arapahoecountyeventcenter.com
25690 E. Quincy Ave., Aurora, CO 80016

Contact:

303-795-4955
fairgrounds@arapahoegov.com

