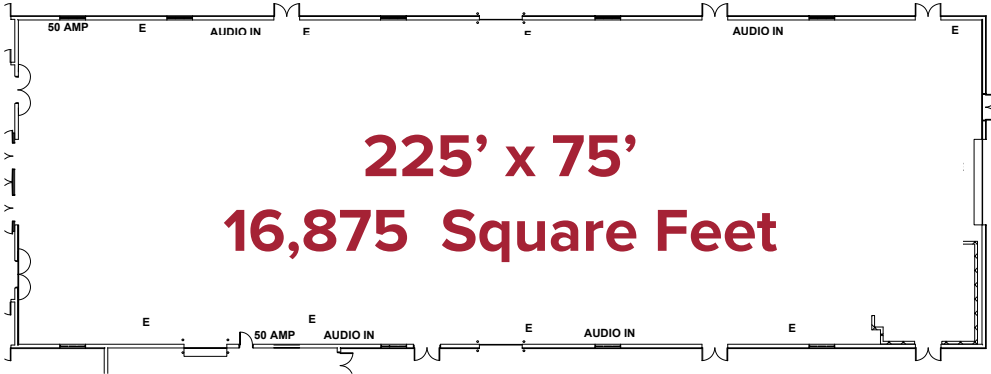


East Hall



East Hall Available Seating	
Theatre	1,500
Classroom	450
Banquet	800



East Hall: What's included?

- Outdoor Ceremony Space (pending availability)
- Dimmed Lighting
- (2) Direct Load-In Doors to Event Space
- Access to Wash Rack
- Access to Cleaning Supplies
- Access to Male/Female/Family Restrooms
- Access to parking and WIFI

- Temporary directional and entrance signage
- Social Media Listings- Website, Instagram, Facebook
- Janitorial - (1) Daily Janitorial Service of Restrooms
- Facility Coordinator - Facility Tours (appointment required) - Event Staff Onsite (upon request only)



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





Arapahoe County Fairgrounds Event Center
25690 East Quincy Avenue, Aurora, CO 80016
303-795-4955 | 303-766-0487 fax

Facility Guidelines

Event: _____ Date(s): _____

Event location(s): _____

Our goal at the Fairgrounds is to support customer's needs while minimizing the negative impact on the facilities leaving the facility in good condition. To help us achieve this, please follow the guidelines below:

Decorating and Set-Up

- Event Holder may not attach anything to the painted surfaces, wood surfaces, or glass unless it is attached with painters tape or alike item.
- We ask that you do not lean items against the wall without protecting the painted surface.
- The use of duct tape is prohibited on floors and walls. Use of duct tape will result in additional fees. Painters tape is the preferred method and approved for use on our floors and walls.
- Decorations hung from the ceilings or beams are not permitted unless approved by Events staff.
- Confetti, birdseed, rice, glitter or similar items are not allowed; please do not use them in your decorating or during your event.
- Hay or straw inside the facility is prohibited unless approved by Events Staff. The Event Holder is responsible for removing these items and cleaning the impacted area.
- Open flames are prohibited inside our facilities. All candles or alike items need to be battery operated.
- Smoking is prohibited in any County facility; this includes smokeless tobacco.
- Liquid petroleum (propane, butane, etc.), hazardous materials (wet cell batteries, fuel, gunpowder) are not permitted. Sterno may be used with chaffing dishes.
- Decorations such as chocolate fountains need to have a floor covering placed underneath to keep the floor from being damaged from spillage.
- Fog machines are permitted and should not interfere with smoke detection systems in the facility.
- Bounce houses and any other inflatables need to be approved by Events Staff, be properly anchored and need to include proof of insurance coverage.
- Vehicle access indoors is permitted for load in and load out only. Vehicles need to be removed after load in and load out.
- Use of bubbles indoors is not permitted due to the slip hazard and potentially staining the floors. This includes bubble machines, foam pits and blowing of bubbles with bubble solution. Use of bubbles are permitted outdoors only.

It is understood that these guidelines are in addition to the Fairgrounds Policy Statement and are not all-inclusive.

I have read and understand the facility guidelines listed above. I understand that if the guidelines are not followed, a financial penalty may be incurred or future use of the facility denied.

Event Holder: _____ Date: _____