



Weddings & Parties Equestrian Events

Meetings

Farmers' Markets Trade Shows Swap Meets



Benton County Event Center & Fairgrounds Facility Use Guide

110 SW 53rd Street, Corvallis, Oregon 97333

541-766-6521

www.bceventcentercorvallis.net

This Rental Facility Guide covers our operating policies and procedures. Please contact us if you have additional questions not covered in this guide. **The “Benton County Event Center & Fairgrounds Facility Rental Guide” must be read prior to signing a facility use agreement.**

We look forward to serving you!

CONTACT INFORMATION

To Reach Us: Main Office 541-766-6521

Business
Office Hours: Monday – Friday, 8:00 to 11:30 am and 12:30 to 5:00 pm
Closed weekends and holidays

Location: 110 SW 53rd Street, Corvallis, OR 97333
at the corner of 53rd Street and Reservoir Avenue

Email Address: info@bceventcentercorvallis.net

Event Center Website: www.bceventcentercorvallis.net



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RENTING AT THE EVENT CENTER & FAIRGROUNDS

To request a rental space at our facility please complete and submit the [FACILITY RENTAL FORM](#) online at www.bceventcentercorvallis.net. Once the form is received, we will email you the information you need to secure your rental. Please contact the Event Center Office at 541-766-6521 if you would like to set up a time to meet with a staff member to view the facility.

Rentals can be held at no charge for 48 hours. No rental is secured until 50% of the rental fee has been received and the contract has been signed. In the event the venue is not available post payment all funds will be refunded to client.

Refundable Deposits are collected with final payment:

- \$250 for up to 199 people (no alcohol)
- \$500 for 200+ people (no alcohol)
- \$1,000 for all events with alcohol
- \$1,000 for events over 500 people

A minimum \$100 fee for rentals not left in the same condition received.

FACILITY USE FEES

Fees will be charged for the entire time you require access to the facility, including time for setting up the event, decorating, and cleaning. For large-scale events requiring extensive set-up and tear-down time, the client may add a pre and/or post non-event day at a discounted price.

All rental fees, insurance forms, verification of alcohol provider, and set-up schematics (if we are setting up your event) are due **45 days prior to the event date**. Access to the rental space will be denied without full payment of all rental fees and paperwork. Rentals being executed less than 45 days before the event require full payment at the time the rental agreement is signed.

Cancellations 45 days or more from the scheduled event, renters will receive a full refund, less a \$100 cancellation processing fee. **Cancellations made less than 45 days** before the event will result in the loss of the full facility use fee paid to date (refundable deposit is returned). A change of event date will result in a \$100 administrative fee.

NONPROFIT / BULK DISCOUNT AND SPECIAL FEE WAIVER

Charitable nonprofit organizations and social welfare organizations receive a 25% discount on facility rentals only (add-ons are not discounted). The nonprofit discount requires submission of the 501(c)(3) or 501(c)(4) IRS determination letter.

A 25% bulk discount will be applied to rentals booking eight or more event dates on one contract, all held within a calendar year. This discount cannot be added to the 25% nonprofit discount.

Groups or organizations that are seeking a larger discount than we offer or are not a 501 (C) 3 or 4 can fill out a Special Event Fee Waiver Request Form. You will need to submit the form for consideration at time of booking your space and at least 90 days prior to your event to the NAPE Office.

EQUIPMENT RENTAL

Benton County Event Center & Fairgrounds offers a variety of equipment for rent. Rental rates are based on per-event usage. Extra tables and chairs above the ones included in the base rental, as well as other useful items, can be added on to your rental. [CLICK HERE](#) for a pricing list. ALL tables must be covered by the renter. Clients are responsible for providing their own ladders, extension cords, dollies, etc.

HOURS OF USAGE

Buildings are available for use from 7:30 a.m. to 11:59 p.m. unless special arrangements have been made with the Event Center Office. Additional time, outside of the contracted hours of usage, will be billed at a prorated rate.

FOOD AND CATERING

Some rental spaces have access to kitchens, our commercial kitchen requires a certified caterer from our approved list. For private events, you are welcome to provide your own food in our non-commercial kitchens. When serving food during public events, you or your food concessionaire will be required to secure a license through the [Benton County Environmental Health Department](#). Dishes are included with the Auditorium's Commercial Kitchen rental.

ALCOHOLIC BEVERAGE SERVICES

All events selling or serving alcohol must select a business from the Event Center-approved to use during the facility use period. If you prefer to use an alcohol provider that is not on the approved list, you must contact the Event Center Office at least 60 days prior to the event. Only commercial businesses with a current valid liquor license through the Oregon Liquor Control Commission (OLCC) will be considered. All alcohol is required to stay in the designated rental area and service must terminate one hour before the end of the event.

Any event found to have alcohol not authorized by the Event Center, or not being served by an Event Center approved alcohol provider, will be shut down immediately, and all monies will be forfeited.

Security and alcohol monitors will be required at all events serving alcohol. The Event Center Office will schedule the security and alcohol monitors, based on the information the renter provides. The cost of security and monitors is the responsibility of the renter and will be payable with the final payment. Additional security costs due to going over scheduled time will be the responsibility of the renter. **Events over 1000 people serving alcohol must use Oregon Beverage Services as their provider and our contracted security company.**

Benton County Event Center & Fairgrounds will receive a 15% of the gross alcohol sales for public events where alcohol is being sold. This does not apply to private events.

SERVICE CONTRACTORS

With the exception of alcohol services, you are free to work with the event service contractors of your choice. All event service contractors must work within the contracted facility use dates and times.

INSURANCE

Benton County Event Center & Fairgrounds requires that all events be covered by general liability insurance in the amount of \$2,000,000 per occurrence/\$2,000,000 general aggregate, including bodily injury and property damage. The Event Center office has the right to increase insurance requirements for events that are deemed high-risk. The Event Center Office **must** receive a copy of the endorsement *adding Benton County, its officers, agents, and employees as additional insured* at least 45 days prior to the rental date. We require Host Liquor or Social Host liability insurance purchased with your general liability insurance if you are planning on having alcohol at your event.

ADVERTISING & PROMOTION

For public events, upon submission of the signed contract and payment, once we receive the detailed information about your event we will post it on the Events Calendar of the Benton County Event Center website at www.bceventcentercorvallis.net. The Event Center Office reserves the right to highlight certain public events on the website home page, digital marquee sign, social media, and monthly e-newsletter. If you want to guarantee that your public event is posted on any of these media, you may pay additional fees.

Clients may hang one public event banner on the Fairgrounds fence along 53rd Street up to 14 days prior to the rental date. Banner locations must be pre-arranged with the Event Center Office. Banners must be removed within 24 hours after the completion of the rental period. Additional banner locations at the Event Center can be arranged with the Office for a fee.

WIRELESS INTERNET ACCESS

Wireless internet is available on the premises and is included in the facility rental fee. The Event Center Office staff will provide the network name and password upon final payment. Benton County does not guarantee the level of wireless service on any given day. Shows/vendors requiring guaranteed service should provide their own wireless hotspots.

PARKING

Parking for approximately 800 vehicles is available in the lots surrounding the fairgrounds buildings. You will be advised which parking areas are allocated to your facility rental, and you will be responsible for the parking and traffic flow in those areas. Use of the parking lots for any purpose other than event parking, such as activities/displays, will be billed at the current rental rate. Parking will be permitted in assigned areas only. No parking is allowed at any time in designated fire lanes.

If you will be charging a parking fee during your rental event, unless you are renting the full facility, you will be required to designate an entrance and mark it with appropriate signage, leaving other areas of the parking lot free for access by other renters.

ELECTRICAL SERVICE

Basic 110-volt outlets are included with your rental fee. If your event requires 220 volts, California plugs, spider boxes, or other specialty electrical needs additional fees will apply. See the [EQUIPMENT FORM](#) to order. Discuss your electrical needs with the Event Center Office when booking your rental.

SOUND SYSTEMS & AUDIO/VISUAL

Public address systems are available to rent in the Auditorium, Guerber Hall and the Indoor Arena and should be requested with your equipment order. A portable PA system is available to rent for use in other areas of the Event Center. The Auditorium has a ceiling mounted projector and screen and the Event Center Office has a portable projector that can be rented for a fee. Screens in the Auditorium and Guerber Hall can be rented individually. Flat-screen televisions on a rolling stand are also available for rent.

GATES & ACCESS

For security purposes, Event Center gates are locked with the exception of the Main Entrance by the office. You will receive a gate key with your building key on a lanyard to lock and unlock the gates for your event.

FORKLIFT & TRACTOR SERVICES

Forklift and tractor service can be ordered through the Event Center Office no later than 45 days prior to your rental date. Equipment will be billed at an hourly rate with a one-hour minimum order. Additional charges may apply to services requested less than 14 days prior to your rental date. Only Benton County employees, and pre-approved/tested OSU Extension 4-H leaders, may operate county equipment.

CLEAN UP & GARBAGE SERVICES

Clients are responsible for leaving the rental facility in the same condition as when they arrived or they will be charged a cleaning fee, which shall be no less than \$100. Regular garbage and recycling services are included in the facility rental fee.

Events with an attendance of 350 or more are required to have a dedicated dumpster which will be added to the rental at the renters' expense. Event Center staff will place a dumpster at the rental location. All trash should be deposited in that container at the conclusion of the rental.

SECURITY & SAFETY

Security will be required at all events serving alcohol and any event scheduled past 9:00 pm, whether alcohol will be served or not. The Event Center Director reserves the right to require security at other non-alcohol events, as deemed necessary. The cost is the responsibility of the client. Security will be scheduled from 15 minutes prior to the time the renter starts serving alcohol until all guests depart the premises (4 hour minimum). The Event Center Office will contract with the security company. Security costs are due at final payment. Video surveillance is in use on the Fairgrounds.

Rodeos and high-risk athletic events held at the Event Center are required to arrange for stand-by Emergency Medical Technicians (EMTs) during the event. The Event Center Director reserves the right to require EMTs, or other emergency personnel, be placed on stand-by for other high-risk events. The cost is the responsibility of the client.

ACCIDENTS & INJURIES

General liability insurance is required for all events held at the Event Center (see Insurance heading). The client holds harmless Benton County, their employees and agents from all claims arising out of your occupancy or use of the Fairgrounds. If an accident or injury occurs, please advise the Event Center Office and complete an Incident Report.

DAMAGE

Normal wear and tear is expected; however, if facility or equipment damage occurs, you will be charged accordingly. In all buildings, appropriate floor protection must be placed under any displays or decorating materials that might mar the floor surface. Digging holes, fire pits, stakes, or any other activities that may damage trees, landscapes, or parking lots is prohibited on the grounds.

PETS & ANIMALS

If you plan to have animals at your event, please advise the Event Center Office when making your reservation. Animal exhibitors must confine their animals to the rental area. If food will be served in a location displaying animals, clients are required to post signs to advise people to wash their hands thoroughly after touching animals and before eating food to prevent and reduce exposure to animal-transmitted diseases. Clients are responsible for cleaning up after all animals participating in the event.

Pets must be kept on a leash unless they are contained within the rental space and monitored by the client. Clients may designate their event as “no pets,” and are responsible for monitoring their rental space and facility entrances for compliance. Service animals are always welcome in any facility area.

Benton County Ordinance No. 2018-0290 prohibits certain wild/exotic animals from being displayed. If you anticipate exhibiting exotic animals during your rental please confirm with the Event Center Office that they are not restricted by the County.

HORSE EVENTS/ RENTALS

Benton Arena/Benton County Event Center & Fairgrounds is an Equine Facility. All activities on these grounds are subject to the Equine Inherent Risk Law, ORS 30.687-30.697. Participants, by their presence on the grounds, indicate they have accepted the limits of liability resulting from inherent risks of equine activities.

In consideration to others, please clean up all animal waste, leaving the facility as clean as found.

PACKAGES & STORAGE

The Event Center will not accept any shipments, packages or mail for clients or vendors prior to or during events unless arrangements have been made with the Event Center Office. On-site storage of products before or after contracted dates is not allowed. A storage and/or disposal fee may be assessed for items stored or left on-site.

BENTON OAKS RV PARK

The Event Center maintains an on-site RV park with full and partial hook-up capabilities. If you are anticipating campers in association with your event, please advise the Event Center Office.

NON-DISCRIMINATION

No organization or person will be discriminated against by belief or affiliation, medical condition, physical or mental disability, sex, sexual orientation, or marital status. All persons or organizations entering into a rental agreement with Benton County Event Center & Fairgrounds are required to comply with this non-discrimination policy.

AMERICANS WITH DISABILITIES

All individuals and organizations entering into a facility use agreement with Benton County Event Center & Fairgrounds are required to provide access and reasonable accommodations to individuals with disabilities and comply with the Americans with Disabilities Act.

GENERAL POLICIES

Individuals 18 years of age or older may apply for reserved use of Event Center facilities at least fourteen days and no more than thirteen months prior to the proposed event. Rentals requested within fourteen days may be accommodated at the discretion of the Event Office staff.

It is the client's responsibility to abide by all Federal, State, and County Regulations with regard to their event. This includes but is not limited to, Fire Marshal regulations; Oregon Liquor Control Commission (OLCC) regulations; Tax Laws; and Federal, State, and Local Laws.

Fire and real-flame candles are prohibited in all of the Event Center rental spaces.

Nails, duct tape, and other materials that can permanently damage walls and flooring are prohibited.

Renters cannot sublet or permit another group or individual to use the facilities before, during or after the approved time of use, or to duplicate facility keys. Failure to return a facility key or access card will result in a \$50 charge against your security deposit.

Benton County reserves the right to inspect any reserved rooms, concessionaire stands, or other rental areas at any time to ensure cleanliness and proper compliance with health and safety standards.

No client may make a reservation if they owe outstanding funds to the Event Center from prior rentals, or if the individual or organization did not previously comply with Event Center requirements or regulations.

Benton County Event Center & Fairgrounds is a smoke/vape/tobacco free facility.

