



## Fast Facts

(See Facility Use Guide for more Details)

**Rental hours are from 7:30am - 11:59pm**

**Use of additional time outside of the contracted hours of rental will be billed at a prorated rate!**

Contract / Deposits	No rental is considered confirmed until the 1/3 down payment, with the signed contract, is received.
Refundable Deposits	<p>\$100 for under 75 people (no alcohol)</p> <p>\$250 for 76 - 199 people (no alcohol)</p> <p>\$500 for 200+ people (no alcohol)</p> <p>\$750 for all events with alcohol</p>
Cancellations	<p>45 days or more from your event, renters will receive a full refund, less a \$100 cancellation fee. Cancellations made less than 45 days prior to the event will result in the loss of the full facility use fee paid to date (security deposit will be refunded). A change of event date will result in a \$100 administrative fee.</p>
501(c) 3 or 4	<p>501(c) 3 or 4's that benefit the entire County receive a 25% discount on facility rentals only (equipment is not discounted). This discount requires a copy of the IRS determination letter prior to receiving the discount.</p>
Equipment Rental	<p>Extra tables &amp; chairs beyond the ones included in the base rental, as well as other items, can be added-on to your rental. See Equipment Request Form</p>
Catering	<p>For private events, you are welcome to provide your own food or contract with a caterer of your choice. When serving food during public events, you or your food caterer/concessionaire will be required to secure a license through the Benton County Environmental Health Department.</p>
Service Contractors	<p>With the exception of alcohol services, you are free to work with the event service contractors of your choice. With the exception that you need a Commercial Caterer to use the Commercial Kitchen in the auditorium.</p>
Alcohol/ Security	<p>All events selling or serving alcohol must select an alcohol provider from the Event Center approved alcohol provider list to provide &amp; serve during the facility use period. Security &amp; alcohol monitors will be required at all events serving alcohol and security at any events scheduled past 9:00 pm.</p>
Insurance	<p>The minimum limits of liability shall be: \$2,000,000 per occurrence/\$2,000,000 general aggregate for each personal injury, bodily injury and property damage.</p>
Parking Lots	<p>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, traffic flow and cleanliness in those areas.</p>