

Special Event Reservation Process

What is a Special Event:

Special Events are events that are arranged for a particular occasion or purpose, such as wedding receptions, birthday/anniversary parties, Quinceaneras, business/corporate meetings or training, sales, equestrian/livestock events, races/motorsports, etc. A vendor permit is required for all events contracting a food vendor. As part of your event planning please be advised that personal possession and/or consumption of alcohol at the Fairgrounds is illegal. The El Paso County Fairgrounds Corporation offers exclusive bar service for your event.

Application Process:

- Contact the Fairgrounds Office to determine the availability of the facility you wish to rent. Please be prepared with all necessary information regarding your event or activity.
- After determining if the facility is available, complete the online rental application and mail or drop off your deposit. Our mailing address is 366 10th Street, Calhan, Co. 80808. The Special Event Request Form is available on our website, www.elpasocountyfair.com. For further information contact the Fair office Phone (719) 520-7880.
- Once your Request Form and deposit are received, we will email you any other documentation necessary for maintenance and other services for your event if applicable.
- The balance of your rental payment needs to be received in the Fair office no later than 30 business days prior to your event.
- The damage deposit will be returned if no issues have occurred.

2023 County Fair & Events Center Fee Schedule

Individual / Non-Profit					
Facility Use Category	Full Day	Half Day	Deposit	Capacity	Size
Grounds Only	\$135	\$88	\$88		
Swink Hall (incl. Kitchen, 120 chairs, 20 tables)	\$259	\$169	\$169	300	100' X 60'
Livestock Arena Building (Swine & sheep barns, restrooms, showers)	\$239	\$155	\$155	2400	200' X 154'
Grandstand / Rodeo Arena / Race Track	\$265	\$172	\$172	3380	
Grandstand	\$100	\$65	\$65	2800	
Rodeo Arena	\$85	\$55	\$55		
Race Track	\$150	\$98	\$98		
Grandstand Building (15 picnic tables)	\$117	\$76	\$76	550	220' X 50'
Livestock Barn	\$150	\$98	\$98		
Whittemore Building (30 tables 200 chairs)	\$295	\$192	\$192	800	100' X 125'
Whittemore Building (youth sports)	\$10 / hr	\$10 / hr	\$10 / hr		
First Aid Building	\$61	\$40	\$40		
Kitchen Use Only (Swink)	\$44	\$29	\$29		
Grandstand Kitchen	\$44	\$29	\$29		
Pavillion - Small	\$100	\$75	\$75		
Pavillion - Large	\$200	\$130	\$130	\$ 200.00	
Commercial					
Facility Use Category	Full Day	Half Day	Deposit	Capacity	Size
Grounds Only	\$203	\$132	\$132		
Swink Hall (incl. Kitchen, 120 chairs, 20 tables)	\$389	\$253	\$253	300	100' X 60'
Livestock Arena Building (Swine & sheep barns, restrooms, showers)	\$359	\$253	\$253	2400	200' X 154'
Grandstand / Rodeo Arena / Race Track	\$400	\$260	\$260	3380	
Grandstand	\$150	\$98	\$98	2800	
Rodeo Arena	\$123	\$78	\$78		
Race Track	\$225	\$146	\$146		
Grandstand Building (15 picnic tables)	\$176	\$114	\$114	550	220' X 50'
Livestock Barn	\$225	\$146	\$146		
Whittemore Building (30 tables 200 chairs)	\$428	\$278	\$278	800	100' X 125'
First Aid Building	\$92	\$59	\$59		
Kitchen Use Only (Swink)	\$66	\$43	\$43		
Grandstand Kitchen	\$66	\$43	\$43		
Pavillion - Small	\$150	\$100	\$100		
Pavillion - Large	\$300	\$195	\$195	\$ 200.00	

Additional Daily Rental Fees	2023
Table	\$5
Chair	\$2
Camping Electrical Outlet	\$20/day
Dry Camping	\$10
Water Hookup (additional)	\$10
Showers	\$95
Public Address System	\$95
Per Hour Set-up / Tear Down	\$35
Mobile Concession - Electric Hookup	\$100 / Day
Mobile Concession - No Electric	\$50 /Day
Per Hour / Per Employee Janitorial Fee	\$40
Per Hour/Per Employee w/equip	\$50
Dump Station	\$25
Horse Stalls	\$10/day

Group Dry Camping Fees	2023 Fee
1 to 25 participants	\$60
26 to 50 participants	\$120
51 to 75 participants	\$175
76 to 100 participants	\$235
101 to 200 participants	\$294
201 to 300 participants	\$353

Event Holder Check-List

No Alcohol for consumption is allowed on the El Paso County Fair & Events Complex unless provided by the El Paso County Fair Corporation

Name: _____ Event Date/ Times: _____

- Signed contract received (online or in person) Note: Completed contract must be returned within 30 days of the tentative event date. Failure to return within this time limit may automatically cancel facility reservation.

- Deposit check/cash in the amount of \$ _____ (refundable) Date Rec'd _____
Reservation date is not guaranteed until deposit is received.

- Rental check in the amount of \$ _____ Date Rec'd _____
Rental needs to be received 30 days prior to the event.

- Bar Service Agreement Yes _____ No _____ Date Rec'd _____

- Insurance Required Yes _____ No _____ Certificate Rec'd _____
If yes, request and supply an insurance certificate for dates noted and include "El Paso County" as additional insured, email event@elpasoco.com. Online application and online payment are preferred. If mailing: send application, payment, and insurance info to: El Paso County Fair & Events Center 366 10th ST. Calhan, CO 80808

- Clean up post event
 - Cleaning Supplies – location
 - Floors - Swept/mop up spills
 - Tables & Chairs – wiped off & back on rack
 - Trash Cans – emptied into dumpster outside
 - Kitchen – cleaned/swept/mopped (see list in kitchen)
 - Parking lot – trash picked up
 - Restrooms – Picked up/trash emptied into dumpster outside
 - Foyer – swept/mopped
 - Ensure ALL doors & windows are locked

- Building(s) Leased: _____

- Building Combination: _____ Gate Combination: _____

Emergency Contact: Adam Baker (719).499.9882 / Andschana Aljets (719).374.2013

-I have received and read all of the above instructions for the attached Special Event Request Form-

Event Holder Signature: _____ **Date:** _____
Staff Representative: _____ **Date:** _____

Grandstands North & South Kitchen Cleanup Instructions (Renters)

To avoid additional charges, please ensure that the following cleanup is completed after use.

- ALL items brought in must be removed.
- Ensure ALL counter surfaces are wiped down with disinfectant.
- Stoves must be returned to the condition they were found in. ALL surfaces must be wiped down to remove any food residue and/or grease.
Including oven and grill top
- Sweep the kitchen floor and mop entirely. Inside and outside the kitchen must be swept and mopped if the area is used by you or your staff as part of this rental.
- Wipe out ALL sinks and remove any food debris and grease.
- Wipe down the walls behind the grill top, sink, serving windows and anywhere else excessive grease is present.
- Clean any residue off walls from spills or general food preparation.
- Wipe down door handles and light switches with disinfectant.
- Clean glass serving windows.
- Empty ALL trash receptacles in the kitchen and remove any trash resulting from your use.
Take all bags to the onsite dumpster provided by the county
- Check and lock ALL windows and doors.
- Shut off ALL lights and the hood exhaust fan.
- Return access key to the lockbox.

If Maintenance Staff are required to clean any of the above listed bullet points, charges will be assessed at \$40.00 per hour.

Emergency Contact: Adam Baker at (719).499.9882 / Andschana Aljets (719).374.2013

-I have read and agree to all the policies, damage deposit and cleaning fees listed above-

Signature: _____

Date: _____

Printed Name: _____

Swink Kitchen Cleanup Instructions (Renters)

To avoid additional charges, please ensure that the following cleanup is completed after use.

- ALL items brought in must be removed.
- Wipe ALL counter surfaces down with disinfectant.
- Stoves must be returned to the condition they were found in. ALL surfaces must be wiped down to remove any food residue and/or grease.
Including grill top, and grill top
- Any kitchen items onsite can only be used with the permission of the Fairgrounds Staff
- Refrigerators, if used, please remove all items, and wipe down the area that was used.
- Sweep the kitchen floor and the big room.
- Spot mop any spills that may have occurred during your event.
- Remove any tablecloth material and tape from ALL tables used.
- Wipe down ALL tables and chairs with disinfectant spray to remove any food debris or soiling.
- Remove ALL decorations in the room.
- Empty ALL trash receptacles in the big room, kitchen, and bathroom.
Take all bags to the onsite dumpster provided by the county
- Check and lock ALL windows and doors.
- Shut off ALL lights and hood exhaust fan.

If Maintenance Staff are required to clean any of the above listed bullet points, charges will be assessed at \$40.00 per hour.

Emergency Contact: Adam Baker (719).499.9882 / Andschana Aljets (719).374.2013

-I have read and agree to all the policies, damage deposit, and cleaning fees listed above-

Signature: _____

Date: _____

Printed Name: _____

El Paso County Fairgrounds Corporation -Beverage / Bartender Service Agreement-

Name: _____

Address: _____

Phone: _____ Email: _____

Event Date: _____ Event Times: _____

Type of Event: _____ Requested Building Location: _____

The El Paso County Fairgrounds Corporation will provide beverage and bartender service for your event under the following guidelines:

- A \$50.00 per hour fee will be charged with a minimum of 3 hours of serving time and 30 minutes for set-up and 30 minutes for tear down. (For a minimum of 4 hours) The fee will include set up, and tear down of the bar area, and a bartender. The fee is paid at the time of executing the agreement. Please make checks payable to the EPC Fairgrounds Corporation
- The Corporation will provide all alcohol.
 - For a paid bar you may request a list of available products to be served
 - For an open bar you may bring purchased beverages to the fair office no less than 3 days prior to the event

Any remaining special alcohol not consumed will not be removed from the premises and become the property of the corporation.
- The corporation will retain all proceeds from the alcohol sales.
- The corporation will strictly enforce all state of Colorado alcohol and beer sale regulations.
- Event organizers or guests will not be allowed to bring alcohol beverages onto the fairgrounds.
- Event organizers or guests will not be able to remove any alcohol beverages from the fairgrounds during or following the event, including all open or un-opened bottles, cans, or containers.

Indemnification and Waiver of Liability

To the extent authorized by the law, my signature below indicates that I shall defend, indemnify, and hold El Paso County, Colorado and the El Paso County Fairgrounds Corporation free and harmless from and against any and all liabilities, demands, claims, damages, legal suits, judgments, decrees, and court awards including costs, expenses, and attorney fees on account of injuries to or death of any person or persons, including myself, or damage to any property arising out of or related to participating in this event which includes intentional or negligent acts, errors or omissions of the County or Fairgrounds Corporation or its agents, officers, volunteers, servants, and employees, subcontractors or assignees, whether contractual or otherwise during the performance of this agreement and pursuant to its terms. Nothing in this section shall be deemed to waive or otherwise limit the defenses available to the county pursuant to the Colorado Governmental Immunity Act or as otherwise provided by law.

The signature below indicates agreement with all stipulations in this contract.

Event Organizer: _____ **Date:** _____

I (printed name) _____ choose not to have beverage / bartender service at my reserved event at the El Paso County Fairgrounds.

By signing below, I acknowledge that it is illegal to bring alcoholic beverages onto the fairgrounds. A fine of up to \$250.00 may be imposed by the courts for a violation of the provision. Violations of this policy by you or anyone associated with you or your organization, and all associated parties will be required to vacate the premises immediately. The violators may be subject to arrest and prosecution.

Event Organizer: _____ **Date:** _____