

Special Event Reservation Process

What is a Special Event: Special Events are events which are arranged for a particular occasion or purpose, such as wedding receptions, birthday/anniversary parties, quincenera's , business/corporate meetings or trainings, sales, equestrian/livestock events, races/motor sports 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, you will receive a Special Event Request Form. This form needs to be completed, signed and returned with your deposit to secure the date(s) you have requested. 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 mail 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 10 business days prior to your event.
- The damage deposit will be returned if no issues have occurred.

Facility	Individual Fee	Deposit	Commercial Fee	Deposit
Grounds Only	\$135 / day	\$88	\$203 / day	\$132
Swink Hall (Kitchen, 20 tables, 120 chairs)	\$239 / day	\$155	\$359 / day	\$233
Exhibit Hall (10 tables, 60 chairs)	\$117 / day	\$76	\$176 / day	\$114
Livestock Arena Bldg.	\$239 / day	\$155	\$359 / day	\$233
Grandstand/Arena/Track	\$265 / day	\$172	\$400 / day	\$260
Grandstand Only	\$100 / day	\$65	\$150 / day	\$98
Rodeo Arena Only	\$75 / day	\$49	\$113 / day	\$73
Race Track Only	\$150 / day	\$98	\$225 / day	\$146
Grandstand Building	\$117 / day	\$76	\$176 / day	\$114
Livestock Barn	\$52 / day	\$34	\$78 / day	\$51
Whittemore Building (30 tables, 200 chairs)	\$265 / day	\$172	\$398 / day	\$258
First Aid Building	\$61 / day	\$40	\$92 / day	\$59
Kitchen Use only-Swink	\$44 / day	\$29	\$66 / day	\$43
Grandstand Kitchen	\$113 / day	\$73	\$170 / day	\$110
Pavilion	\$100 / day	\$75	\$150 / day	\$100
Whittemore Building – Youth Sports	\$10 / hr			