

ARENA

RENTAL REQUIREMENTS

Please note that Jake McClure Arena is for equestrian related events only.

To secure date - \$300 to secure arena. This amount will be applied to balance of rental and other related charges.

Rental fee - \$320 per day

Additional fees – Tractor Fee: \$50/hr (\$25.00 minimum) **Light Fee: \$75/day**
Stalls: \$20/day **RV: \$35/day – full service**
Panels only allowed outside of fenced area. **RV(arena): \$25/day – elec./water only**
Any modification to arena (restaking, panel set-up) will incur a \$15/hr charge.

Insurance – A million dollar (\$1,000,000) combined single limit liability insurance policy must be obtained and include all dates for event, including day before and day after. It must also name Lea County Fairgrounds as additionally insured. You may secure this policy with insurance company of your choice. *A copy of this paid policy must be submitted to Fair Office before event.*

- *Western States Insurance 212 N. Love, Lovington 575-396-1318 (informational purposes only)*

Concession Stands – North Concession: \$25/day South Concession: \$50/day
A copy of a valid food permit issued by the State of NM must be presented to the Fair Office before the event.
For Temporary Food Permits log on to: https://www.env.nm.gov/fod/Food_Program/applications.html
If you have any questions or concerns, feel free to call the Fair Office and we will put you in contact with the District III Office. No glass containers are allowed on the premises.

Staffing Charge - \$20* per hour charge for staff to be present at facilities during event. Business hours from 8 am – 5 pm Monday through Friday will not be charged. **After 5 pm and weekend hours will be charged.** Staff charges will be billed upon completion of event. * Charge is PER staff.

Any event cancelled less than seven (7) days prior will not be given a refund. Any checks returned by the bank, upon first presentation, for lack of sufficient funds or a closed account will constitute a violation of the contract. Payment equal to the amount of the returned check, plus a \$35 service charge must be made within three (3) days of receipt of such notification. Payment will be accepted only in cash, money order, or cashier's check. All forms, permits and fees must be turned into the Fairgrounds Office no later than 2 weeks prior to event. Any missing forms, permits or fees will be subject to cancellation of event.

