

BUILDING

RENTAL REQUIREMENTS

Chaparral: 300+ persons - 9,250 sq ft. - Zia: 400+ persons - 12,702 sq ft - Yucca: 300+ persons - 5,225 sq ft

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

Rental fee - \$320 per day

Chaparral Concession: \$50

Move in/ Move out/Rehearsal fee - A fee half of the daily rental fee (**\$160**) will be applied if the day before or after event is used. *Events ending after midnight, but no later than 1 AM, will be charged half day rental fee for the following day.*

Staffing Charge: \$400

Clean-up fee - \$150

Items NOT allowed in Buildings:

- No vehicles
- No helium or helium filled items
- No fog or smoke machines used
- No ice stored in refrigerators

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. This policy must include if alcohol will be served during contracted event. 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 the event.*

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

Security - For every hundred (**100**) people, you must provide one (**1**) security guard. If alcohol is to be served the Sheriff's Department must be used for security. *A copy of security license, contract and your receipt of hire must be submitted to Fair Office before the event.*

- *Superior Security @ 575-631-5282 (informational purposes only)*
- *Lea County Sheriff's Department @ 575-396-8200 (informational purposes only)*

City Permit - For every event, a city permit must be obtained from the City of Lovington. City Hall will provide this for you. Should the event have alcohol served then a Picnic Permit must be purchased as well. *A copy of this paid permit must be submitted to Fair Office before the event.*

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.

