



**HATFIELD HALL RATES**

Capacity: 500 Dinner/Dance | Tables, Chairs, Bar & Set Up included with rental

**Rental Fees:**

Hall .....	<b>\$2200.00 (\$1100.00 non-refundable)</b>
Insurance.....	<b>\$115.00</b> <i>determined by CFSA, subject to slight increase</i>
<i>Refundable Breakage/Cleanup Deposit .....</i>	<i>\$500.00 (refunded within 5 business days from event)</i>
<b>TOTAL .....</b>	<b>\$2815.00</b>
<b>DUE AT TIME OF RESERVATION.....</b>	<b>\$1215.00</b> (50% of the hall rental fee and Event Insurance Fee)

**HOME ARTS HALL RATES**

Capacity: 250 Dinner/Dance | Tables, Chairs, Bar & Set Up included with rental

**Rental Fees:**

Hall .....	<b>\$1200.00 (\$600.00 non-refundable)</b>
Insurance.....	<b>\$115.00</b> <i>determined by CFSA, subject to slight increase</i>
<i>In addition, refundable Breakage/Cleanup Deposit.....</i>	<i>\$500.00 (refunded within 5 business days from event)</i>
<b>TOTAL .....</b>	<b>\$1815.00</b>
<b>DUE AT TIME OF RESERVATION.....</b>	<b>\$715.00</b> (50% of the hall rental fee and Event Insurance Fee)

**AVAILABLE DATES:** Dates are available no sooner than (1) year exact from the desired rental date. Rental is on a First Come, First Serve basis, unless date is held for an annual renter or Madera Fair use.

**RENTAL DATES and HOURS:** **The day before and day after are included with your rental.** Time permitted daily at the venue is as follows: DAY BEFORE, 8am-4:30pm, DAY OF, 8:00am until **12:00am**, DAY AFTER, 8am-4:30pm. On day of the event, building must be ready to be closed by Midnight or renter will be subject to an overtime charge of \$100.00 per hour. **Event must end at 11:00pm.** "Event" hours cannot exceed 8 hours.

**SET UP:** Renter must submit a floor plan (layout) along with specifications for the event, 2 months prior to the day of the event. If a set-up is not turned in on time, we will provide renter with a standard set-up.

**NO glitter, nails, tack pins, staples, or tape that damages the surface may be used to decorate.**

**CLEAN UP:** Buildings or grounds must be in same conditions as it was immediately prior to your event. If cleanup is required by the Fair, the renter will be charged at the current hourly rate per maintenance person (\$25 per hr. per person). Total charges will be deducted from the deposit, but not limited to the deposit. The renter is responsible for all charges and expenses resulting from damages to the buildings and/or grounds. **\*Fair is not responsible for property that is left behind\***

**ALCOHOL:** Alcohol beverages are permitted, but must be kept and served from the bar area. Renter must make reasonable effort to encourage responsible drinking and to prevent **minors** from drinking.

**SECURITY:** Security is required for all functions. Renter must contract with a security company listed from the Madera Fair's pre-approved list. Security is to begin at start of event until event concludes. 1 security guard for every 50 people is required and 1 additional guard for the parking lot.

[www.maderafair.com](http://www.maderafair.com)

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## MADERA DISTRICT FAIR RENTAL POLICY SUMMARY

Revised 12/15/2023

**DATES AND DEPOSITS:** Dates will be assigned up to one year in advance. Assignment will be on a first-come, first-served basis, except annual events which will be allowed two weeks after the close of their event to reserve, with deposit, their same date for the following year or dates reserved for Madera Fair use. If the deposit is not received, the Association will release the dates without notice.

**TO RESERVE A DATE:** 50% of the rental fee is required and is a non-refundable deposit. This deposit will be forfeited if event date is canceled or changed.

**PAYMENT:** Additional rental fees such as maintenance, cleaning/breakage deposit, insurance, security contract and all other fees and documents are due and payable **30 DAYS** prior to the event. If not, the event maybe subject to cancellation or a \$100.00 late fee.

**DEPOSIT:** The Madera District Fair requires a cleaning/breakage deposit, the amount will be indicated on contracts and will be determined on the size of the event. The deposit is refundable within 5 business days after the event, less any fees for labor, cleanup, overtime, damages, etc.

**SECURITY:** Security is required for all functions. Renter is recommended to contract with Security Company from Madera Fair's pre-approved list. Security to begin at start of event until event concludes. 1 security for every 50 people is required and 1 extra guard for the parking lot. Hired Security Company has the authority to end an event if any of the following reasons occur: number of people exceeds the number of people on security agreement and or rental agreement, if minors are consuming alcohol, and if the public's safety is at risk. The Fair has the ultimate authority to determine the number of guards for each event.

**RENTAL DATES and HOURS:** The day before and day after are included with your rental. Time permitted daily at the venue is as follows: DAY BEFORE, 8am-4:30pm, DAY OF, 8:00am until **12:00am**, DAY AFTER, 8am-4:30pm. On day of the event, building must be ready to be closed by Midnight or renter will be subject to an overtime charge of \$100.00 per hour. **Event must end at 11:00pm.** "Event" hours cannot exceed 8 hours.

**INSURANCE:** All renters will be required to provide PURCHASE evidence of insurance protecting the legal liability of the State of California and the 21-A District Agricultural Association from occurrences as to bodily injury and property damage. Insurance is purchased through the CFSA, California Fair Services Authority. The payment for insurance is taken at the time of reservation. (See Exhibit "A" Insurance Requirements)

**ALCOHOL:** Anyone planning to charge an admission fee, (either direct or donation) or sell alcoholic beverages (direct sales, script, or included in admission fee) MUST obtain a valid liquor license from the Department of Alcoholic Beverage Control (ABC), 3640 E. Ashlan, Fresno 93726, (209 225-6334). Alcoholic beverages in bottles must be served into cups from behind bar. Cans are permitted, but must be opened at the bar. Limit 2 open drinks per person. Renter must make reasonable effort to encourage responsible drinking and to prevent **minors** from drinking.

**SET UP:** Renter must submit a floor plan (layout) along with specifications for the event **2 MONTHS** prior to the day of the event. If set-up is not turned in on time renter will receive a standard set-up. All set-ups are limited to the ability of the Fair to provide the equipment requested. Any alterations requiring staff, to modify floor plan or to change the set up once the set-up has been approved may be charged a \$50.00 fee.

**DECORATIONS:** Renter may **NOT** use any of the following:

\*Glitter      \*Tack Pins      \*Staples      \*Confetti      \*Cold Spark Fireworks

\*Nails      \*Screws      \*Candles      \*Hay/Straw Bales

\*Tape that can damage the surface of walls. (Duct tape, Masking tape, Packing tape)

\*Animals, *unless approved by Fair Management.* (Service animals Ok).

\*Vehicles, *unless approved by Fair Management.*

\*Drone operation in halls or around Fairgrounds is prohibited, *unless approved by Fair Management.*

\*Smoke machines with ground smoke are allowed. *Fair Management prefers CO2 smoke machines.*

**HVAC:** Home Arts Hall is equipped with Evaporated Coolers ONLY! By signing the rental agreement, renter agrees to rent hall (s) in an as is condition. Hatfield Hall is equipped with 6 AC units.

**FIRE HAZARD INFO:**

\*All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.

\*Electrical extension cords shall be of the heavy-duty three wire (grounded), hard-usage type and limited to 20 feet in length.

\*Electrical equipment and installation shall be inspected and approved by a qualified person.

\*Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.

\*NO blocking or obstruction of exit (s).

\*Doors shall not be locked or chained.

\*Decorative Materials shall be inherently flame resistive or treated.

**\*NO open flames of any kind in buildings, such as candles, fireworks, COLD SPARK FIREWORKS, wood/charcoal BBQ, firepits, propane tanks or unapproved cooking equipment.**

**CLEAN-UP:** Buildings or grounds must be in same conditions as it was immediately prior to the event. If cleanup is required by the Fair, the renter will be charged at the current hourly rate per maintenance person (see labor charges below). Total charges will be deducted from the deposit, but not limited to the deposit. The renter is responsible for all charges and expenses resulting from damages to the buildings and/or grounds.

- All trash removed from hall and placed in provided exterior trash receptacles.
- Sweep and spot mop hall.
- Remove all personal and rented items from hall.
- Chairs must be placed on tables

**LABOR CHARGES:** \$25.00 per hour for regular employee and \$35.00 per hour for a supervisor.

**LOST KEYS:** \$200.00 replacement key fee if key is lost or not turned in by renter.

**AUTHORIZATION:** Fair personnel may enter event or facility at any time. Fair personnel also have the authority to end an event if it is in the best interest of The Madera District Fair. Such actions that warrant the ending of an event, include but not limited to minors consuming alcohol, destruction of property, overcrowding, fighting, public safety etc. Violation of any of these may result in shutdown. \*\*Renter is responsible for the action of the people at their event.