



San Juan County Fairgrounds

SPECIAL EVENT APPLICATION

2023

Thank you for considering the San Juan County Fairgrounds for your event!

The Fairgrounds is under the management of the San Juan County Parks & Fair Department. Requests to rent a facility on the Fairgrounds will be arranged with Fairgrounds staff in a contractual agreement between "San Juan County" and "Renter".

FACILITIES AVAILABLE:

PO BOX 1094
FRIDAY HARBOR
WA 98250
(360) 378-4310
fax (360) 378-2075
E-mail info@sjcfair.org
www.sjcfair.org

- **Main Building:** The Main Building is the largest structure on the Fairgrounds property. At just over 10,000 square feet, this building comfortably holds a 650-person capacity, this building is great for large public or private events including but not limited to music events, fundraisers, craft fairs, and more.
- **Marie Boe Building:** The Marie Boe Building is located behind the Main Building on the eastern side of the Fairgrounds. At 1,800 square feet and 125 capacity, this multi-use building features heat, padded chairs, adjustable track lighting, shuttered windows, and nice acoustics. It's the perfect venue for intimate events; concerts, theatre, receptions, art shows, and more.
- **Jim Crook Building:** The Jim Crook Building is located behind the Marie Boe Building on the eastern side of the Fairgrounds. At 600 square feet, this building offers a small meeting space for small groups. It's the perfect place for small workshops or classes. Capacity is 20.



I. EVENT HOLDER INFORMATION

Name of Individual/Organization: _____
Name of Event or Activity: _____
Primary Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone: _____ Email: _____

II. EVENT DETAILS

- A. Date(s) & hours for Event Rental (including set-up/breakdown): _____
- B. Estimated Event Attendance: _____
- C. Will you charge admission fees? Yes No
- D. Will food be served? (Temporary Food permit may be required) Yes No
- E. Will alcohol be served? Yes No (See section III for details)

NOTE: All alcoholic beverages are prohibited at the Fairgrounds, except by approved WSLCB Banquet Permit or Special Occasion License.

F. Please list which venue you'd like to rent (Main Building/Marie Boe/Jim Crook/Argyle Awing/Argyle Shelter). Supplemental camping space may be available for your event, please let us know if it's applicable to your event.

G. Please describe any special requests or other pertinent information regarding your event at the Fairgrounds:

III. LIABILITY INSURANCE, LIQUOR SERVICE

- You agree to *protect, defend, hold harmless and indemnify San Juan County* from and against any and all losses, liabilities or damages arising out of this event. No less than thirty (30) days prior to the event, *submit a Certificate of Insurance* and policy endorsements showing liability coverage in the amount of at least \$1,000,000.00, with San Juan County through San Juan County Parks & Fair named as additional insured. Insurance coverage must be acceptable to the San Juan County Risk Manager. **Insurance policy must cover all dates of event, including any additional days used to set up and take down the event.**

If liquor will be served at an event, *proof of liquor liability insurance* must be provided. Insurance coverage must be acceptable by the San Juan County Risk Manager. No less than seven (7) calendar days prior to the scheduled event, *a copy of a special occasion license (public events) or banquet permit (private events) available online at <http://lcb.wa.gov/licensing/banquet-permits>* must be submitted to the Parks and Fair Administration office.

If you do not have this insurance coverage through your insurance agent, we can provide you with event insurance at a reasonable cost through our Event Insurance provider. Please request a copy of our separate *Special Event Insurance* information sheet.

- A. Date of Certificate Validation: _____
- B. Date of Expiration: _____
- C. _____ I've attached one copy of our Certificate of Insurance *AND policy endorsements**
**Contract will not be created without all current insurance documents.*
- D. _____ I will be purchasing Special Event insurance from San Juan County Parks.

IV. FEES AND ADDITIONAL ITEMS

<input type="checkbox"/> Main Building (Full Day): \$425/day <i>Includes heat (up to 10 gal), restrooms, 24 tables, chairs per attendance</i>	<input type="checkbox"/> Main Building (Hourly): \$50/hour
<input type="checkbox"/> Marie Boe (Full Day): \$250/day <i>Includes heat (up to 10 gal), restrooms, 12 tables, chairs per attendance</i>	<input type="checkbox"/> Marie Boe (Hourly): \$40/hour
<input type="checkbox"/> Main Bldg. Extra Event Load-In Day (12pm day before to 12pm day after): \$600 TOTAL	
<input type="checkbox"/> Jim Crook Building: \$30 per hour; <input type="checkbox"/> \$175 per week; <input type="checkbox"/> \$600 per month	
<input type="checkbox"/> Additional Tables 8' x 30" Banquet (49 total available) # _____ x \$8.00 = \$_____	
<input type="checkbox"/> Additional Heat, billed post-event: \$5 gal	<input type="checkbox"/> Small PA System: \$50
<input type="checkbox"/> Horse Arena: \$220	<input type="checkbox"/> General Grounds: call for pricing
<input type="checkbox"/> Argyle Shelter & Lawn: \$75/day	<input type="checkbox"/> Argyle Awning: \$125/day
<input type="checkbox"/> Stage Rental: \$200-\$750	<input type="checkbox"/> Tent Rentals: \$100-\$950

- To secure your space and date, please include a **50% deposit with** the application. Please make your check payable to San Juan County Fairgrounds. This amount will be applied to your payment. Full rental payment due upon key pick-up prior to your event or in the event of a fundraising event, balance due must be paid no more than 10 days after event occurs. For reoccurring events on a monthly basis, an invoice can be provided.
- **Cancellations.** Cancellations made 30 days or greater in advance of your rental date will incur a cancellation fee of 25% of the total Fee, cancellations made within 30 days, but prior to 3 days in advance of your rental date will incur a cancel fee of 50%. Within the three dates prior to your event date, all fees become *non-refundable*.

V. CONTRACT TERMS

- The COUNTY shall furnish electricity and water and will provide all restroom supplies. The TENANT will be responsible for the cleanliness of the restrooms during the event.
- A **\$500.00 (Main Building) \$100 (other locations) damage/cleaning deposit** must be paid by separate check when you are returning your signed copy of the contract. This deposit shall be refunded in full or in part, to the extent that the building is cleaned to the condition in which it was found. Any damage to park property or additional labor resulting from the party's use will result in forfeiture of all or part of the deposit. You may be held liable for any additional damages which exceed \$500.00/\$100.00.

- The TENANT agrees to abide by all applicable state and local health, fire, electrical and safety codes and will take immediate corrective action when notified of violations.
- TENANT agrees to pay all fees and charges and secure all public permits necessary for said function. Failure to make payment will result in appropriate collection measures and jeopardize future issuance of contracts. Fees are due at time of key pick up. In the event of a profit-making function, the percentage of the gross fee due is ten (10) days after the event.
- The **scheduled hours** of the event must be identified in the application. Out of respect for our property neighbors, we must ask that all formal activities, including music, are concluded no later than **10:00pm**, allowing for clean-up and exit from the park prior to the Fairgrounds 12:00am event hour limit.

TENANT will comply with the San Juan County code and overlay district:

- 9.06.040; **A. It shall be unlawful for any person to make or cause to be made any loud or unreasonable noise between the hours of 10:00 p.m. and 7:00 a.m. Noise shall be deemed to be unreasonable when it disturbs, injures, or endangers the peace or health of another or when it endangers the health, safety, or welfare of the community. Any such noise shall be considered to be a public nuisance and an unlawful noise disturbance.**
- 18.35.155; **Outdoor events at the fairgrounds shall be limited to the hours of 7:30 a.m. to midnight.**
- Permit Holder shall be responsible for securing a **Washington State Sales Tax Number or UBI #**, either temporary or regular, for sales of goods at the event.
- Any **violation or non-compliance** with the stated terms of these terms may result in immediate cancellation of Fairgrounds Contract and/or ejection from Fairgrounds property.
- The TENANT agrees to keep the premises clean and orderly, and at the expiration of the term, perform any cleaning services necessary to leave the facility as it was found, reasonable use and wear excepted. In the event any part of the facility reserved and/or the fairgrounds is damaged as a result of any action associated with the rental by TENANT, the TENANT agrees to pay for the cost of repairs for said damages. Payment for said repairs is due no later than thirty (30) days after the scheduled event.

NOTE that this in an application only and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the Parks office prior to the event or activity for final approval by the Parks and Fair Director.

By signature below, I hereby agree to comply with all terms of this permit application.

→ APPLICANT'S SIGNATURE _____

WA State Tax ID #/ UBI #: _____

Application date: * _____

**PLEASE – To best ensure facility availability for your event, please allow us at least 30 days to process your request. Earlier application is greatly appreciated—Thank you!*

Please return your completed application with insurance documents and fee payment to:

San Juan County Fair, PO Box 1094, Friday Harbor, WA 98250