

FAIRGROUNDS POLICIES – EXHIBIT A

Thank you for bringing your event to the 10th DAA/Siskiyou Golden Fairgrounds. Please read and review the policies below to ensure that your event is as successful as possible, and the fairgrounds facilities are maintained.

1. **Holding Deposit:** A \$200 fee is required to hold a date on the calendar of events and begin the contract process. This fee is ***nonrefundable*** if the event is cancelled. If the event is held and there are no additional fees, damages, etc. the deposit will be returned to the renter. The deposit acts as a damage/cleaning deposit once the event has occurred and not included in the rental fees. Should damage occur during the rental or should the rental fail to sufficiently clean, the individual or organization listed on the contract will forfeit the deposit and/or be charged for additional expenses. The deposit refund will be returned after a post event inspection and the facility is returned in the same condition as received.
2. **Payment/Keys:** All charges must be paid in full prior to use of the facility(s) unless other arrangements have been made with the 10th DAA. Keys will not be given out (if applicable) until all rental fees have been paid, an executed contract is on file, an insurance certificate (if applicable) and any other required documents are on file. All keys and unsettled payment (i.e., camping fees, stall fees) are to be brought to the fair office the next business day following the event, unless otherwise stated in the contract.
3. **Rental of Facilities:** Insurance requires that facility use be limited to facilities, arenas, equipment, and any property that is listed on the Rental Agreement, except with prior approval of the CEO of the 10th DAA. Therefore, the renter, employees and any public related to the event must stay within the areas listed on the Rental Agreement. Juveniles must be under constant adult supervision for their safety and ours. Facility rental fees are for a maximum of 12 hours usage. Setup and cleanup times will be charged at ½ day rental fees or determined by the CEO of the 10th DAA.
4. **Fair Staff on Site:** All Rental Agreements will require a facility and event walk through with fairgrounds staff before an event. For events needing, or determined by the CEO of the 10th DAA, fair staff on site during the rental one will be provided for a fee of \$60.00 per hour. A contact sheet will be provided with phone numbers if a problem occurs, and no staff are on site.
5. **Equipment Usage:** Fairgrounds equipment, utensils or any other property is for use on fairgrounds premises only. Tables and chairs are to stay in the designated building(s) unless approved by the CEO of the 10th DAA in advance. All equipment is an extra that is included in the rental fee; please see that they are available for the next renter.
6. **Additional Charges:** Should your rental/event create an unscheduled garbage pickup or other additional charges (extreme electrical usage, fair labor/equipment usage) to the 10th DAA, it will be the responsibility of the renter to incur those additional costs. These costs will be deducted from the damage/cleaning deposit or be invoiced to the renter post event. Should the 10th DAA have to perform any cleanup duties not completed by Renter, there will be an additional charge of \$60.00 per hour per staff.
7. **Vehicles:** The 10th DAA has provided designated parking lots for vehicles. Vehicles are permitted on the grounds for loading and unloading purposes only (unless otherwise approved by the 10th DAA). For your safety, emergency personnel must be able to access all areas of the grounds therefore no streets, gates or other vehicles are to be blocked at anytime.
8. **Decorations:** Painter's tape is an acceptable means to hang additional decorations on the walls/ceilings. Due to repairs that are necessary after usage: duct tape, glue, scotch tape, nails, screws, staples, etc. may not be used in the walls, woodwork or ceilings. Candles in glass containers are acceptable, but no open flames will be allowed for safety reasons.
9. **Cleaning Responsibilities:** The 10th DAA provides equipment such as tables and chairs; the renter is responsible for setting them how they choose and returning the items to their original location (restacked in the correct racks). Fairgrounds staff will complete a walk through prior to your event and explain the details of cleaning and relocating items. The following are a few cleaning specifics: It is recommended that any liquid spills should be

wiped up as quickly as possible to avoid excess cleaning later. The areas used by the renter are to be dust mopped with the mops furnished by the 10th DAA. Renter must check with fairground staff prior to rental for location of all cleaning supplies. All decorations, props, etc. must be removed from the facility at the time of cleaning. Lights, swamp coolers, heater thermostats, and refrigerator settings all need to be returned to the initial settings or off. Should any unnecessary electricity be used (i.e., lights not turned off), the renter will be charged an additional \$25 per hour. Care is requested in handling all equipment especially the folding tables as the tops can very easily be broken if they are dropped on the edge, or improperly stacked. The renter will replace any equipment severely damaged. Please walk the outside perimeter of the building to assure outside lights are off and garbage is picked up.

10. **Recycling Program:** Recycling containers will be provided near each garbage can. Please dispose of cans, bottles, etc. in the appropriate container. The recyclable items may be taken at the end of the event or left to be hauled away by fairgrounds staff. Please break down all cardboard and place it **next** to the large dumpster or inside the building. Do not place cardboard boxes in the dumpster. Recycling cardboard usually prevents the need for an additional dumpster, therefore keeping the rental fees less.
11. **Curfews:** Events being held Sunday through Thursday have a curfew of 11:00 PM. Events being held Friday or Saturday have a curfew of 12:00 AM/Midnight. This includes clean up time by the renter.

Livestock Equestrian Complex Additional Rules:

12. All stalls used must be paid for (price per stall stated on rental agreement). There is to be only one horse per stall. If stalls are unlocked and used for tack storage, the fee still applies. The renter must not unlock stalls for participants until payment has been received for stall use. A clean stall means that there is nothing left inside.
13. Please do not feed any animals inside the arenas. There will be **\$100.00 fine per incident** if this occurs.
14. Manure carts are provided for used straw and shavings. Please make sure all stall waste goes in these carts. These carts are not to be used for trash.
15. Due to State Fire Marshall rules, no vehicles may park within 25 feet of the horse barns. If participants wish to plug into the barns, they must park at least 25 feet away and run an extension cord. The rate for electricity will be stated on the rental agreement.
16. We encourage parking vehicles and horse trailers in the lot east of the complex once the horse and equipment has been dropped off inside. Limited parking may be allowed along the south fence of the complex, but care must be taken not to tie animals or heavy items on the fence resulting in damage.
17. We discourage bringing dogs to the fairgrounds. Those who are traveling from out of town with their pets may have them but, as a courtesy to others, they must be on a leash at all times or tied to the participant's vehicle or trailer. All pet owners must pick up after their animals even if they are in the parking lot.
18. The use of other equipment not stated on the Rental Agreement must be approved by the CEO of the 10th DAA prior to the rental. No fairgrounds equipment (i.e., trash cans) shall be used inside arenas for program equipment.
19. Please turn off all lights and lock all gates in the barn and arena area after the event and when renter is vacating the grounds. Failure to do so will result in a fee being charged to the renter.
20. All livestock must be kept in the appropriate livestock areas and not allowed to roam around the complex.
21. All fairgrounds' gates must be locked when the renter leaves the premises. If gates are left open and vandalism occurs, the renter will be held responsible.

*By signing below, you are **confirming** that you have reviewed the contract agreement **including** the fairgrounds rules exhibit and that you agree to abide by them during the term of this agreement.*

ALL EXHIBITS AND ATTACHMENTS ARE MADE A PART OF THIS AGREEMENT.

Renter/Name

Signature

Date