

WASHINGTON  **COUNTY**
EXPO

AT THE CENTER OF IT ALL

WASHINGTON COUNTY EXPO POLICY GUIDE

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FACILITY USE FEES

Fees will be charged for the entire time you require access to the facility, including time for setting up the event, decorating, and cleaning. If Expo staff assist with all or part of client set-up and tear down, additional charges will apply. For large-scale events requiring extensive set-up and tear down time, the client may add a pre or post non-event day at a discounted price.

All rental fees, insurance forms, alcohol permits and set-up schematics are **due 30 days prior to event date**. Access to the rental space will be denied without full payment of all rental fees, security deposit and permits. Rentals being executed less than 30 days before the event require full payment and applicable permits to be submitted at the time the rental agreement is signed.

For cancellations 30 days or more from scheduled event, renters will receive a full refund, less a \$100 cancellation fee. Cancellations made less than 30 days prior to the event will result in the loss of the full facility use fee paid to date. A change of event date will result in a \$100 administrative fee and transfer of fees if new date is available.

Post Event Fees

Fees such as concession and alcohol sale percentages will need to have receipt tapes submitted to the Expo office and an invoice will be sent out within 3 business days. If an event used more stalls than what was originally purchased the additional stalls will be taken from the cleaning and damage deposit or an invoice will be sent out. All invoices to be paid within 30 days.

FACILITY USE FEE REDUCTIONS/WAIVERS

The Expo Director makes the determination on all requests for fee waivers or fee reductions. See Fee Policy.

EQUIPMENT RENTAL

The Expo offers a variety of equipment for rent. Rental rates are based on per event usage. Extra tables and chairs above the ones included in the base rental, as well as other useful items, can be added-on to client rental.

Clients are responsible for providing their own ladders, extension cords and dollies, if needed.

HOURS OF USAGE

Buildings are available for use from 7:30 a.m. to 1 a.m., unless special arrangements have been made with the Expo Director or Designee. Use of additional time, outside of the contracted hours of usage, will be billed at a rate of \$50 an hour.

FOOD AND CATERING

Some rental spaces have access to kitchens; there are some commercial facilities available at the Event Center. For private events, you are welcome to provide client own food or contract with a caterer of client choice.

When serving food during public events, you or client food concessionaire will be required to secure a license through the [City of Brenham](#) and submit a copy of the license to Expo Director or Designee 14 days prior to the event-taking place. If barbequing or food trailers are to be used at an event they will need to be in non-covered areas.

ALCOHOLIC BEVERAGE SERVICES

If an event is selling alcohol, renters will be required to submit a copy of their vendor's TABC permit to the Expo office, at least 30 days prior to the event. If the bar service is making mixed drinks using ice they will be required to obtain a temporary food license through the [City of Brenham](#).

Security will be required at all events serving alcohol and any events scheduled past 10:00 pm. The Expo Director reserves the right to require security at other events as deemed necessary.

SERVICE CONTRACTORS

You are free to work with the event service contractors of client choice. If you contract with a decorating company, that company must not provide "similar" equipment needs. The Expo will only have available to rent equipment that is unique to the service contractor. For example if you rent cocktail tables from a service provider the expo will rent banquet tables for this event. All event service contractors must work within the contracted facility use dates and times.

INSURANCE

The Expo requires that all events be covered by general liability insurance for \$1,000,000 per occurrence/\$2,000,000 general aggregate, including bodily injury and property damage. If an event is deemed high risk, example being a rodeo or monster trucks by the Expo Office a \$2,000,000 per occurrence/ \$4,000,000 general aggregate will be required. The Expo Director or Designee, **must** receive a copy of the endorsement adding Washington County, its officers, agents and employees as additional insured at least **30 days prior to the rental date**.

Liquor liability insurance will be required for public events serving or selling alcohol.

ADVERTISING & PROMOTION

Upon submission of the signed contract and payment of required fees, client event will be posted on the Events Calendar of the Washington County Expo website at washingtoncountyexpo.com. The Expo Office has the ability to highlight certain events on the website home page, digital marquee sign, social media, and e-newsletter. If you want client public event posted on any of these media, you will pay additional fees. See advertising fee schedule.

Clients may mount one public event banner on the Expo fence along Blue Bell Road or Old Independence Road up to 14 days prior to the rental date. Banners must be removed within 24 hours after the completion of the rental period.

WIRELESS INTERNET ACCESS

Wireless internet is available only in the Event Center and Sales Facility and is included in the facility rental fee. The Expo Office staff will provide the network name and password upon final payment of rental fees. Washington County does not guarantee the level of wireless service on any given day. Shows/vendors requiring guaranteed service should provide their own wireless hot spot.

PARKING

Parking for approximately 2,000 vehicles is available in the lots surrounding the Expo buildings. You will be advised which parking areas are allocated to client facility rental, and you will be responsible for the parking and traffic flow in those areas. Use of the parking lots for any purpose other than event parking, such as activities/displays, will be billed at the current rental rate. Parking will be permitted in assigned areas only. No parking is allowed at any time in designated fire lanes.

ELECTRICAL SERVICE

Basic 110 volt outlets are included with client rental fee. If client event requires 220 volts, California plugs, spider boxes, or other specialty electrical client will need to rent those from the Expo Office. Client must make the Expo Office aware of need at least 15 days prior to event date. See fee schedule.

SOUND SYSTEMS & AUDIO/VISUAL

Please coordinate with the Expo Director or Designee to best determine client needs.

GATES & ACCESS

For security purposes, Expo gates are locked along the premises (except for the main gate by the office), unless they are requested to be opened by the renter. Please advise the Expo Director or Designee regarding client access needs for move-in, event and move-out dates at the time of payment for client rental.

CLEAN UP & GARBAGE SERVICES

Clients are responsible for leaving the rental facility in the same condition as when they arrived or they will be charged a cleaning fee, which shall be no less than **\$100**.

Regular garbage and recycling service is included in the facility rental fee. Trash bags should be pulled from containers, tied securely and left outside the rental area for staff pick up.

Events **in excess of 350 people** or more or events with livestock are required to have a dedicated dumpster(s) at the renters' expense. Expo staff will place the order and any fees will be due with other rental fees **30 days prior to the rental date**.

SECURITY & SAFETY

Security will be required at all events serving alcohol or any event scheduled past 10:00 pm, whether alcohol will be served or not. The Expo Director reserves the right to require security at other non-alcohol events, as deemed necessary. The cost is the responsibility of the client.

Rodeos and high-risk athletic events held at the Expo are required to arrange for stand-by Emergency Medical Technicians (EMTs) during the event. The Expo Director or Designee reserves the right to require EMTs, or other emergency personnel, be placed on stand-by for other high-risk events. The cost and coordination is the responsibility of the client. Security must be a licensed peace officer and proof of security and their qualifications must be submitted to the Expo 30 Days prior to event. The licensed peace officer must be at the event at all times.

MASS GATHERINGS/ Right of Away

A Mass Gathering permit may be required to be **filed 45 days prior to the event** under §751.002 of the Health and Safety Code.

If the facility is being used as a base of operations for an event such as bike ride or trail ride where county roads will be utilized a Right of Way permit will be required to be filed with the Emergency Management Coordinator and the Expo **45 days prior** to the event.

ACCIDENTS & INJURIES

General liability insurance is required for all events held at the Expo (see Insurance heading). The client holds harmless Washington County, their employees and agents from all claims arising out of client occupancy or use of the Expo. If an accident or injury occurs, please advise the Expo Office and complete an Incident Report.

DAMAGE

Normal wear and tear is expected; however, if facility or equipment damage occurs, you will be charged accordingly. In all buildings, appropriate floor protection must be placed under any displays or decorating materials that might mar the floor surface. Digging holes, fire pits or any other activities, which may damage trees or alter landscapes in any way is prohibited on the grounds.

PETS & ANIMALS

If you plan to have animals at client event, please advise the Expo Office when making client reservation. Animal exhibitors must confine their animals to the rental area. If food will be served in a location displaying animals, clients are required to post signs to advise people to wash their hands thoroughly after touching animals and before eating food to prevent and reduce exposure to animal-transmitted diseases.

Pets must be kept on leash, unless they are contained within the rental space and monitored by the client. Clients may designate their event as “no pets,” and are responsible for monitoring their rental space and facility entrances for compliance. Service animals (as defined by the ADA) are always welcome in any facility area.

OPEN ARENA RIDING & AGRITOURISM EVENTS

Washington County Expo is an agritourism facility. All activities on these grounds are subject to chapter 75A, Civil Practice and Remedies Code, an agritourism entity is not liable for any injury to or death of an agritourism participant resulting from an agritourism activity

In consideration to others, please clean up all animal waste, leaving the facility as clean as found.

PACKAGES & STORAGE

The Expo will not accept any shipments, packages or mail for clients or vendors prior to or during events, unless arrangements have been made with the Expo Office.

WASHINGTON County RV PARK

The Expo maintains an on-site RV park with full and partial hook-up capabilities. If you are anticipating campers in association with client event, please advise the Expo Office. See RV Park Policy.

NON-DISCRIMINATION

No organization or person will be discriminated against because of belief or affiliation, medical condition, physical or mental disability, sex, sexual orientation, or marital status. All persons or organizations entering into a rental agreement with Washington County Expo are required to comply with this non-discrimination policy.

GENERAL POLICIES

Rentals requested within fourteen days may be accommodated at the discretion of the Expo Director or Designee.

It is the client's responsibility to abide by all Federal, State, County and City Regulations with regard to their event. This includes but is not limited to, Fire Marshal regulations, Texas Alcohol Beverage Commission; Tax Laws; Federal, State and Local Laws.

Fire and real-flame candles are prohibited in all of the Expo rental spaces.

Nails, duct tape and other materials that can permanently damage walls, flooring or ceiling are prohibited.

Renters cannot sublet or permit another group or individual to use the facilities before, during or after the approved time of use, or to duplicate facility keys. Failure to return a facility key or access card will result in a \$50 charge against client security deposit.

Washington County Expo reserves the right to inspect any reserved rooms, concessionaire stands, or other rental areas at any time to ensure cleanliness and proper compliance.

No reservation will be approved if outstanding funds are owed to the Expo from prior rentals, or if the individual or organization did not previously comply with Expo requirements or regulations.

Renters Signature: _____ Date: _____