

**WASHINGTON COUNTY FAIRGROUNDS & RECREATIONAL COMPLEX RENTAL AGREEMENT FOR
GRANDSTAND BOOTH, MIDWAY, ARENA AND ANY OTHER FAIRGROUNDS FACILITIES
EXCEPT FOR THE EVENT CENTER AND RV PARKING SPACES**

NAME of RENTAL PARTY (Responsible Party) _____ ☐ 4-H ☐ FFA
ADDRESS, _____
CITY, ST, ZIP _____

PHONE# _____ /CONTACT _____ ALT PHONE# _____

DATE(S) REQUESTED _____ TIME(S) REQUESTED _____

TYPE OF PRODUCTS IF RENTING BOOTH, CARNIVAL BLDG SPACE, OR MIDWAY SPACE:

TOTAL FEES FOR RENTAL _____ Check # _____ Date _____

(See attached schedule)

DAMAGE DEPOSIT _____ Check # _____ Date _____

Deposit Returned: Date _____

WASHINGTON COUNTY FAIRGROUNDS POLICY

OVERVIEW

Washington County issues permits for the use of County facilities for cultural, social and recreational activities and programs. The purpose of this policy is to outline County procedures and fees for use of County facilities. All facility users abide by the policies and procedures set forth herein. Any misuse of the facilities may prevent future use of County facilities. Use of facilities shall comply with federal, state and local laws and regulations, including licensing requirements. No facility may be used for activities that violate federal, state, or local laws. The County Administrator shall interpret this policy. An appeal of any administrative decision may be submitted to Board of County Commissioners in writing with justification within ten (10) working days from the decision. All decisions of the County Commissioners are final.

DEFINITION OF TERMS

Commercial Status: Any activity organized or engaged in primarily for commercial or profit-oriented purposes, including but not limited to commercial advertising, vending, and commercial solicitation.

Facility: A facility is any structure, building, park, fairground, or other property owned or controlled by the County.

Non-profit Status: To qualify as a non-profit user, the organization must be registered as a not-for-profit corporation in good standing with the State of Colorado.

Resident: A Resident is a person who has lived within the County for at least thirty (30) days. County residents may need to verify their status with a driver's license, utility bill or other means.

Special Event: A temporary event, gathering or organized activity, festival or show, including but not limited to parades, bike races, marathons, fireworks displays, concerts, carnivals, vendor and craft shows, and other types of races and festivals, and seasonal special events.

Vendor: A vendor is described as any individual or business planning to do business by offering products or services in exchange for money or other items of value.

Youth Status: Youth status is defined as persons 17 years of age and younger.

PERMIT REQUIRED

A permit is required to conduct a special event at a County facility, regardless of whether the use the facility by the applicant will be exclusive.

HOURS OF USE

County facilities are open during hours established by the County, which may be modified as part of a special event permit issued for use of a facility.

CONDUCT

Persons using County facilities shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder and shall not restrict persons because of race, religion, sex, sexual orientation, creed, or national origin.

To preserve and protect the beauty of County facilities, no person shall injure, deface or disturb any part of any County facility, nor any of the landscaping or furniture/fixtures. Persons shall remove all waste from the facility. No glass containers are permitted unless expressly stated in the permit.

AVAILABLE COUNTY-OWNED FACILITIES

A list of facilities generally available for special events is attached hereto as Exhibit A. The list may not be inclusive and may be amended from time-to-time.

PRIORITY USE

Priority use of facilities shall be allocated in the following order (#1 being the highest priority):

Group 1: County sponsored or co-sponsored events or activities

Group 2: Non-profit organizations/community functions

Group 3: Residents' private functions

Group 4: Commercial or for-profit businesses and all other persons or organizations

USE OF FACILITIES BY COMMERCIAL INTERESTS

Use of facilities by commercial interests or by private individuals for the sale, advertising or exhibit of commercial products or services is prohibited, except as specifically authorized by the County.

PROCESS FOR OBTAINING PERMITS

Applicants must sign and return an application form and along with the required fee to the County Administration office at least twenty (20) days prior to proposed date of use. In addition, a Proof of Insurance certificate must be submitted, if required, prior to a permit being issued by the County. Submission of the above items does not constitute approval. Approval is final after fees are paid, the application has been reviewed and approved, and permit issued. Every effort will be made to accommodate all facility user requests in a timely manner.

LIABILITY INSURANCE REQUIREMENTS

Applicants shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance with policy limits of not less than \$1,000,000 per occurrence. Washington County, its elected and appointed officials, officers, agents and employees shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said insurance policies of applicant shall be primary over any insurance held by the County that may be applicable.

The County Administrator may waive or reduce this fee if it is determined that the nature and scope of the event do not warrant such insurance or if the applicant can show that the purpose of the event is to engage in noncommercial speech protected by the First Amendment and that the insurance requirement will cause applicant an undue hardship that will prevent the planned First Amendment speech activity.

Applicants agree to indemnify the County against and hold the County harmless from any liability of any nature arising out of the use of County facilities, including the attorney fees and legal costs.

ALCOHOL

In accordance with State law, alcohol may only be served or consumed at County facilities in two circumstances:

1. Under the authority of a Special Event Liquor Permit is required. Approval will be required by the Board of County Commissioners and Town of Akron to issue a Liquor Permit. If a Special Event Liquor Permit is desired, please contact the County Administration office and the Town of Akron. Processing a Special Event Liquor Permit requires a minimum of six weeks.
2. If alcohol is provided free of charge and access to the event is free of charge.

Under either circumstance, permission must be obtained in writing from the County before alcohol may be served or consumed at a County facility. Additional insurance may be required at the County's discretion if alcohol will be served or consumed.

SMOKING

Smoking, vaping, or similar activity is not permitted at any County facility.

PERMIT CANCELLATION

Permits may be canceled or rescheduled, provided the request is made at least five (5) days prior to date of the event. If desired, the County will permit the rescheduling of events to a day and time when the facility is available at no charge. Refunds will be made to if an event is timely cancelled. The County may cancel use of any County facility for any of the following reasons:

- The event will interfere with County work at the facility.
- When the health or safety of participants is threatened due to impending conditions, including but not limited to, weather events, facility mechanical problems, dangerous conditions, etc.
- It is determined that the event will violate any of the restrictions set forth herein.

TRAFFIC AND PARKING

User groups must inform their participants and spectators to park in designated facility parking areas. No privately-owned vehicles are allowed on arena areas or other undesignated parking areas without written permission on the permit issued by the County.

SANITATION FACILITIES

If it is determined that existing restroom and trash facilities are insufficient to support the event, a requirement for the placement of port-a-potties and/or dumpsters/garbage containers at the expense of the applicant, will be required along with a comprehensive plan.

PUBLIC RIGHT-OF-WAY CLOSURES

Any event application requiring street closures within the County must be accompanied by an application including a map of the proposed closure, barricade plan and specific times of requested closure and reopening. Extensive closures may require barricading be provided and paid for by the applicant.

EQUIPMENT & FURNITURE

To keep County buildings and grounds in top condition for public use, equipment and furniture may not be removed from a County facility. Only those items located within a County facility will be available for use at the County Administrator's discretion. If additional equipment or furniture is needed, they shall be the responsibility of the facility user. Facility users are responsible for set up and storage of furniture and equipment after use.

DECORATIONS

Facility user may not fasten decorations to walls, light fixtures, window coverings, windowpanes or fire sprinklers. Tacks, nails, staples, scotch tape or other fastening method that could damage County facilities are prohibited. All decorations must be removed before leaving the County facility.

SECURITY

For the safety of guests as well as the security of the community, the County may require security staff be provided for the event. The expense of security will be the responsibility of the facility user.

SPECIAL RULES AND RESTRICTIONS

The County may impose special restrictions or conditions upon use of specific facilities, which when in effect shall supersede any conflicting provisions set forth herein.

DENIAL OF APPLICATION

The County may deny an application for any of the following reasons:

- The facility is not suitable for the type or event being proposed or the number of attendees anticipated.
- The proposed event or activity would present an unreasonable danger to the health or safety of the applicant, or other facility users, County employees or the public.
- Adequate parking facilities do not exist to accommodate the proposed event or activity.
- Adequate sanitary facilities do not exist and are not available to accommodate the proposed event or activity.
- The event or activity shall cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities.
- The proposed event or activity would unreasonably disturb persons near the event property.
- The facility or grounds have been reserved for other use during the same time.
- The applicant has not tendered the required deposit fee, insurance certificate, required forms or any other document requested by the County.
- The applicant has violated past permits involving the use of County facilities.
- The event would violate any of the restrictions set forth in this policy.

I (WE) AGREE TO THE AFOREMENTIONED RENTAL AGREEMENT, TO PERSONAL RESPONSIBILITY AND ASSUMPTION OF ALL LIABILITY, for any or all accidents resulting in bodily injury to persons or damage to the Fairgrounds and Recreational Complex caused by myself or my invitees, and any personal property loss or damage, and any liability associated with alcohol consumption by myself or my invitees (which is prohibited upon the Fairgrounds property except for licensed events) on the Fairgrounds and Recreational Complex during my rental.

This Recreational Complex is supported by the organizations that use it and donations are appreciated.

SIGNED

DATE

MAKE CHECKS PAYABLE TO WASHINGTON COUNTY COMMISSIONERS

WASHINGTON COUNTY FAIRGROUNDS AND RECREATIONAL COMPLEX FEE SCHEDULE

4-H and FFA Youth organizations are exempt from fees for organized activities at the recreational complex

	County Resident	Non County Resident
<input type="checkbox"/> Damage Deposit – refundable (Applies to Booths, Stands & Buildings only)	\$300.00 (Make Separate Check)	\$500.00
<input type="checkbox"/> Arena	\$300.00 per day	\$450.00
<input type="checkbox"/> Arena Concession Stand	\$100.00 per day (\$50.00 Deposit)	\$200.00
<input type="checkbox"/> Lights	\$75.00 per Day	\$100.00
<input type="checkbox"/> PA system	\$50.00 per day	\$100.00

FEES FOR BOOTHS AND MIDWAY SPACES ARE FOR ENTIRE DURATION OF FAIR

(Per event for any non-fair time)

<input type="checkbox"/> Grandstand Booth (Water & electricity)	\$150.00	\$200.00
<input type="checkbox"/> Grandstand Booth (Electricity only)	\$100.00	\$150.00
<input type="checkbox"/> Carnival Building Space (Electricity only and plugs on outside) (No inside walls between 4 spaces)	\$75.00	\$125.00
<input type="checkbox"/> Midway Space (Circle plug type) Size Space Needed _____ Type of Electric 110 220	\$75.00	\$125.00
<input type="checkbox"/> Midway Space (no electricity) Size Space Needed _____	\$60.00	\$100.00
<input type="checkbox"/> Horse Stalls	\$ 4.00 per day per stall	\$7.00/ Day
<input type="checkbox"/> Other	\$ _____ (BASED ON EVENT)	

TOTAL RENTAL AMOUNT DUE \$ _____

Cleaning fee charged _____ @ \$25.00/man hour _____ INV# _____

Return form and fees to: Washington County Commissioners Phone: 970.345.2701 Fax: 970.345.2702
150 Ash Ave
Akron, CO 80720

CLEANING REQUIREMENTS FOR FAIRGROUNDS AND RECREATIONAL COMPLEX FACILITIES

1. SWEEP OR RAKE FLOORS IN ALL FACILITIES USED. ALL ANIMAL WASTE IS TO BE REMOVED AND PUT IN AREA PROVIDED.
2. CLEAN SPILLS, SPOT MOP WHERE NECESSARY.
3. CLEAN ALL BENCHES OR BLEACHERS USED.
4. TAKE OUT ALL TRASH, SWEEP AND SPOT MOP IN BATHROOMS.
5. PICK UP ALL EXTERIOR DECORATIONS, INCLUDING PARKING LOT.
6. SHUT OFF ALL LIGHTS, MAKE SURE THEY ARE OFF AND LOCK ALL DOORS. PLEASE DOUBLE CHECK DOORS FROM OUTSIDE.
7. REPORT ANY DAMAGE OR BREAKAGE.
8. RETURN KEYS TO COMMISSIONERS' OFFICE (IF CHECKED OUT.)