

**SONOMA COUNTY FAIRGROUNDS
INFORMATION, RULES & REGULATIONS RELATING TO INTERIM USERS**

Fairgrounds provides basic building, facility or designated area, **5 tables and 50 chairs**, general floor space, restrooms, normal utilities, normal maintenance, limited on-grounds parking accommodations and general support. Additional use of Fairgrounds facilities, accessories, labor and/or equipment is subject to charges shown on the current rental rate sheet.

Parties must cease at 11:00 pm, alcohol service terminates at 10:00 pm.

Party guests are to remain inside the building or areas rented. No alcohol or gatherings are permitted outside the buildings at any time. Please check with Interim Coordinator 707.293.8408 (habla Espanol), prior to set-up for information about access to the facility and where to park.

All party guests shall either have an invitation or be recorded on a guest list.

ALCOHOL SERVICE: Arrangements must be made through the Fair and are part of your contract.
Kegs-Domestic (including bartender are \$400.00 each or the first two, the third keg is \$300.00)

SECURITY: Arrangements must be made through the Fair and are part of your contract. The following are the Security Requirements for private parties serving alcohol.

Less than 300 attendees	1 supervisor	3 guards - 3 pm – 11 pm - \$584.00
300-450 attendees	1 supervisor	4 guards - 3 pm – 11 pm - \$728.00
450-600	1 supervisor	5 guards - 3 pm – 11 pm - \$872.00

Security is responsible for enforcing Fairgrounds regulations and protection of Fair property.

Insurance Requirements: LICENSEE at its expense shall provide insurance satisfactory to FAIR for the term of this agreement.

Insurance may be purchased from the Fairgrounds. Please ask for current price list.

Smoke machines and candles are not permitted in the buildings, without written permit from the Santa Rosa Fire Department.

Event Work Order and layout of event set-up must be submitted 2 weeks prior to your event or contact the Interim Coordinator to set-up an appointment 707.293.8408.

The LICENSEE is responsible for all costs of damage occurring during or in relationship to an event. The Fairgrounds will not be responsible, under any circumstances for property or materials left unattended in any facility while on the Fairgrounds premises, nor will the Fairgrounds accept/sign for or be responsible for deliveries made to Fairgrounds facilities.

No duct tape on floors, no nails in walls. Grease barrels will be provided for cooking waste, **DO NOT** pour grease down drains.

Absolutely no parking on grass areas.

Interim Rental Policy and Pricing Changes (effective 4/16/09)

Rental Policy Additions/Changes effective 4.16.09:

Date Reservation Deposit. Upon reserving a date a deposit of \$150 may be required. This deposit will be applied to the total deposit required and is **non-refundable**.

License Agreement and Fee Payment Schedule:

- If agreement is generated more than six months from event, the executed agreement, the remainder of the deposit and ½ of calculated rental fees is due within 30 days of contract date.
- If agreement is generated less than six months but more than two months from event, the executed agreement, the remainder of the deposit and ½ of calculated rental fees is due within 15 days of contract date.
- If agreement is generated less than two months from the event, the executed agreement, the remainder of the deposit and all the calculated rental fees is due immediately.
- All remaining rental fees are due and payable no less than 30 days from the event.

Security Deposits: A minimum \$300 Security Deposit is required for all rentals. Fair management will determine the required security deposit and it will be included on the license agreement.

Equipment effective 4/16/09: Equipment rental charges will be charged for all equipment requested and delivered to the building or event site regardless if it is used or not.

Cancellation Policy:

Refunds will be granted only upon approval of Fair Management. Requests for refunds must be made in writing to the Association.

Refunds will be made according to the following criteria:

- Cancellation ninety (90) days prior to event = 75% of the total rental fee refunded;
- Cancellation made sixty (60) days prior to event = 50% of the total fee refunded;
- Cancellation made thirty (30) days prior to event = 25% of the total fee refunded;
- NO refunds less than thirty (30) days prior to event.

Rental fee is defined as the fee charged for the use of the facility and does not include deposits or fees charged for equipment rental, etc. However, Fair reserves the right to keep deposit monies if needed to fully realize the Fair's portion of the forfeited rental fee. Should you cancel an event and reschedule for a later date, this refund policy will still apply.

Police Services: Fair management reserves the right to require police services for any public, private or non-profit event. All public dances that have alcohol served or sold will be required to contract with the Santa Rosa Police Department for police services. It is the renter's responsibility to contact the Police Department at least 30 days before the event to contract for these services and provide the Fair with a copy of said contract.

Procedures (Informational Only):

A Rental agreement will be generated within one week of receiving reservation deposit.

Security Deposits:

\$300 – weddings, Quinceanera, single building private event

\$500 – horse shows

\$1,000-larger horse shows, public events

\$2,000-large, multi-facility public events

Event Definitions:

Public Event: An interim event where attendees are charged an admission fee either by a pre-sale or on-site ticketing process; or where the event is mass advertised to the general public.

Private Event: An interim event where attendees are guests of the Sonoma County Fair's interim renter and there are typically no fees charged to the attendees and the event is not advertised to the general public.

Non-Profit, Public Event: An interim event produced by a local non-profit that typically uses only one building with a pre-determined number of attendees who are charged an admission fee either by a pre-sale or on-site ticketing process.