



Thank you for your interest in the Shasta District Fairgrounds. The Shasta District Fairgrounds are located on the corner of Briggs Street and Hwy 273 in Anderson, California. The Fairgrounds are situated on 65 acres featuring over 50,000 square feet of exhibit space in a park like setting. The Shasta District Fairgrounds has 3 large parking lots to accommodate approximately 2,500 cars.

The Shasta District Fairgrounds is the home of the annual Shasta District Fair held the 3rd week in June. The Fair draws over 89,000 people during the 5-day event, the largest event in Shasta County. The Fair features livestock exhibits, arts & crafts, carnival, entertainment, food and drink.

The Shasta District Satellite Wagering Facility is located on the fairgrounds. Satellite Horse Racing is featured year round in a climate controlled non-smoking facility. For Satellite Wagering information, please phone (530) 378-6787.

The Shasta Raceway Park is another feature of the Shasta District Fairgrounds; a NASCAR sanctioned 3/8 mile paved oval track-featuring stock car racing from March to October.

Enclosed you will find guidelines for renting our facility. If you are interested in renting our facility please complete the Rental Request Form located on the last page of this booklet and return it to our office with a security deposit.

If you have any questions, please feel free to call our office and our staff will be happy to assist you. We are closed for all State Holidays. You are welcome to stop in and view our facility during our normal business hours; M-F 8AM-5PM.

Revised 07/25/07

SHASTA DISTRICT FAIR
1890 BRIGGS STREET ~ ANDERSON CA 96007
530-378-6789 ~ 530-378-6788 FAX
EMAIL: EXHIBITS@SHASTADISTRICTFAIR.COM
WWW.SHASTADISTRICTFAIR.COM

GENERAL POLICIES GOVERNING RENTAL OF FACILITIES

This document comprises the policies, rules and regulations adopted by the Board of Directors of the 27th District Agricultural Fairgrounds, also known as the Shasta District Fair, governing interim events of all kinds presented on the grounds by any person or organization. It sets forth in detail the conditions under which any person or organization, hereafter referred to as Renter, may present commercial or non-profit enterprises, displays, or entertainment in any of our facilities or on any part of the grounds. The Shasta District Fair and its Board of Directors, Management, staff or agents are responsible solely for the enforcement of the policies provided within, but at its discretion may choose to alter or change said policies, written and implied at any time it so deems.

The Shasta District Fair and its Board of Directors, management, staff or agents assume no liability for the cancellation of events, the failure of any event, or any loss, theft, damage, accident or other misfortune associated with any event held on the facility premises.

It is the Renter's responsibility to become familiar with all rental rules and regulations. Renter shall be held liable for all policies outlined in this text, please read them carefully, your signature on the Rental Agreement acknowledges you have read and understand all the policies listed herein.

The Shasta District Fair, hereafter referred to as the Fairgrounds, is not permitted to give facilities and services at no charge or at a loss to the Fairgrounds. The Fairgrounds is not permitted to rent additional equipment or supplies from other companies for Renters. The Fairgrounds personnel are not permitted to loan tools, supplies or equipment to Renters. The facility is rented "as is". If a Renter should find an area that is unsafe, or equipment that is not usable, Renter must immediately report their concerns to Fairgrounds Management. The Fairgrounds permanent employees are required to have access to all facilities, at any time, in case of an emergency.

FACILITY AVAILABILITY: Facilities are rented based on the availability of dates, type of show, number of show days, and past performance of the Renter. The Fairgrounds reserves the right to deny and or cancel applications for rental of its facilities when, in the opinion of management, such events may conflict with similar events previously scheduled or are not in the best interests of the Fairgrounds, the County of Shasta or the general public. In addition, the Fairgrounds reserve the right to base rental decisions on the best utilization of the facilities, greatest public interest, or highest revenues for the Fairgrounds. The Fairgrounds may refuse an event booking when, in its sole opinion, the event may cause undue, or unusually damage to the facilities, cause or have the potential to cause cancellation of other events due to excessive cleaning or repair time. The Fairgrounds may choose not to rent the facilities for any activities that it determines may adversely impact the local community. The Renter must discuss the nature of the event and facility requirements with the event staff to determine feasibility. Some uses may not be appropriate for specific areas.

It is the policy of the Fairgrounds not to schedule any events on State Holidays. If an event is scheduled on a holiday and staff is available, additional fees will be incurred for employee overtime compensation.

The Fairgrounds recognizes the value of long term relationships with Renters, for traditional, established events. In an effort to protect the interest of such Renters and the Fairgrounds, the policy is not to rent the Fairgrounds for an event of a competing nature within 45 days of the traditional dates of Renter with an established event, so long as the Renter remains in good standing with the Fairgrounds. Under no circumstances, is it implied that a Renter will have the exclusive use of the facilities unless specified in writing on the contract.

No event will be scheduled which is in conflict with events of the annual Shasta District Fair.

FACILITY RESERVATIONS: All rentals require a deposit to guarantee against additional equipment, clean up, loss damage, and labor incurred during the rental. Deposit must be provided when the reservation is made. All costs deemed necessary and incurred by the Fairgrounds on behalf of the event will be billed to the Renter and deducted from the amount of the deposit as well as any additional labor or equipment requested by the Renter. Any unused portion of the deposit will be returned to the Renter.

- Security Deposit Fees:
 - Basic Event \$500.00
 - Specialty Event \$700.00
 - Grandstand Event \$700.00

Management may require a larger deposit depending on the type of event. Management may request a list of references for first time shows.

CANCELLATION POLICY: All cancellations & refunds must be requested in writing and submitted to the Fairgrounds. The Fairgrounds will retain:

- 100% of the deposit or 50% of rental fee (whichever is greater) if cancellation of the event is 30 days or less prior to the event
- 25 % of the deposit or \$100.00, whichever is greater, if the event is canceled more than 30-60 days prior to the event
- A \$25.00 administration fee if the event is cancelled more than 60 days prior to event

RENTAL AGREEMENT: Accepting a security deposit does not guarantee a contract. Upon request for the use of the Fairgrounds facility, the staff may process a rental agreement as negotiated by the CEO. The agreement is subject to approval by the Board at their next regularly scheduled meeting. Whenever possible, a rental agreement will be completed sixty (60) days prior to the rental. The Renter agrees to fulfill the terms and conditions of the rental agreement relating to the use of facilities as they are now in effect or as they may be adopted hereafter. The Fairgrounds reserves the right to modify or to change policies or rental rates. Every effort will be made to notify the Renter of changes as they are made. Rental of the facility will include general floor space, stocked restrooms, lined garbage cans and utilities for normal electricity and lights. Basic rental fees do not include concession area usage, adjoining walkways or patio areas, storage facilities or Fairgrounds labor, materials, and equipment unless otherwise indicated in your rental agreement.

FACILITY USAGE: A rental agreement must be signed by the Renter and by an authorized representative of the Fairgrounds prior to the Renter commencing any activity on the fairgrounds. Use of the facility and/or equipment shall be covered by a rental agreement, duly entered into by

Fairgrounds Management and approved by the Board of Directors. **The facility may not be used without a signed contract, a certificate of insurance and full payment of rental fees. This must be done thirty days prior to the event.** The Renter agrees to restore facilities used to the same condition in which they existed prior to the rental; if additional cleaning is required the Renter will be charged at the rate of \$50.00/person/hour. If any portion of the premises is damaged, the Renter will be responsible for the Fairgrounds' labor and or material costs to restore property to its pre-event condition. The Renter will also be charged for more than 5 yards of trash left behind. Damages caused by the elements, acts of god, or casualties beyond the control of the Renter are excluded from charges.

Rental rates include use of the facility from 8 AM – 12 AM (Midnight). Renter may have access to facility (based on availability) between the hours of 8:00 AM and 4:45 PM week days and 7:00 AM to 3:15 PM weekends the day prior to the event and 8:00 AM to 12 Noon the day after the event. \$50 per hour will be charged for any additional hours requested. If you plan to be in the building after 5:00 PM on weekdays or 3:30 PM on the weekends for set up or clean up you must notify the Fairgrounds 14 days in advance to allow for scheduling. Arrangements for additional hours must be made and approved in advance. There will be no guarantee the facility will be available prior to or following the rental date to set up, decorate or clean up.

The Renter, exhibitors, or their authorized representatives shall not paint, change, alter or tamper with any Fairgrounds property, including buildings, doors, floors, roadways, parking areas, signs, piping locks, conduits, and electrical or gas connections.

Equipment provided (tables, chairs, garbage cans, etc.) will be available in the building or rental area. Tables and chairs will be provided with rental of building as available, to accommodate the maximum capacity for sit down dinner. Any other table & chair requirements will be negotiated with Management. The Fairgrounds has a limited number of tables and chairs. If extra tables and chairs are necessary, the Renter must provide them. It is the Renter's responsibility to position any equipment desired. Any set-up or moving of equipment or any materials by Fairgrounds personnel will be considered a Fairgrounds service and charges will be assessed. Any missing or damaged equipment will be charged to the Renter. If there are multiple events occurring on the Fairgrounds property, the use of equipment will be prioritized according to the order of accepted and completed contracts, fees and event sheets received in the Fairgrounds' administration office.

CURFEW: All events must be concluded by 12 AM (Midnight). This includes clean up, band tear down, etc. Any time Fairgrounds staff is on duty after midnight; the event will be charged \$100.00/hour (15 minute increments) with a one-hour minimum.

FACILITY ATTENDANT: Fairgrounds personnel (facility attendant) will be on duty during all events. If you have a problem please contact the facility attendant immediately. Renters are not to tamper with electrical panels, switches, heaters, coolers, lights, etc; the facility attendant will make any necessary adjustments. The facility attendant will ensure policies are being followed, assist with maintenance problems, and be on hand at the close of the event to oversee clean up, lock, and secure the facilities.

REQUIRED FEES AND FORMS: Payment for facility rental and or any additional personnel or equipment needed for the event must be made at the time the contract is signed. Payments may be made in cash, check, money order, Visa or Master Card All checks should be payable to Shasta District Fair. There is a \$25.00 service fee for all returned checks. Please note that if payment arrangements are not made as specified in your agreement, dates will be cancelled and monies will be forfeited. An event information sheet must be turned in 30 days prior to event. The Fairgrounds is not responsible for set up requests received after deadline. Please be sure you are thorough when completing this form as it is used by the Fairgrounds personnel to ensure your event is a success. Information provided to the public is taken from this form. If Renter fails to submit the required payments and documents as stated herein, the Fairgrounds reserve the right to cancel rental agreement without further notice.

The following fees and forms must be submitted to the Fairgrounds prior to Renter's event:

- Signed Rental Agreement - due 30 days prior to event or as indicated on contract
- Rental fees - due 30 days prior to event or as indicated on contract
- Certificate of insurance - due 30 days prior to event or as indicated on contract
- Event Sheet - due 30 days prior to event
- RV payments due on or before the last day of event, or as specified in rental agreement
- Percentage payments - due within 48 hours after closing of event
- Expenses incurred during the event - payable within 30 days of billing

No additions or deletions to the rental agreement will be permitted unless made in writing and approved in writing by the Fairgrounds prior to the scheduled event.

ADDITIONAL CHARGES: Additional amounts will be charged for the following:

- Set up of tables or chairs - \$200.00 (Minimum charge includes maximum of 4 man hours of set-up). Please notify the office if you want Fairgrounds personnel to set-up
- Clean up - \$300.00 (Minimum charge, includes maximum of 6 man hours of clean- up). Please notify the office if you want Fairgrounds personnel to clean-up
- Changes in original, requested set up - \$50.00/hour/person minimum charge
- Non routine post event clean up (such as tape residue on floor or walls, stains, etc.) - \$50.00/hour/person
- Extraordinary electrical requirements - \$100/hour
- Event support labor - \$50.00/hour/person
- Event support with equipment - \$75/hour/person
- Clean up/janitorial crew (multiple day/building events) - \$500/day
- Placing animal waste in non-designated areas, including livestock manure and dog waste - \$50/occurrence

SECURITY: Security is mandatory for all events serving alcohol. Fairgrounds management will determine the type and number of security personnel required. Only licensed guard companies approved by Fairgrounds management will be allowed to perform security duties on the Fairgrounds. All security guards will perform only security duties as prescribed by Fairgrounds management.

Security Guards will arrive ½ hour prior to event and remain until all patrons have left the facility. Fairgrounds management reserves the right to alter the security guard requirements depending on the type of event and estimated number of guests.

INSURANCE REQUIREMENTS: All events are required to have liability insurance. You may request the insurance requirement information to send to your insurance agent. You may be eligible to purchase Special Events Insurance through the Fairgrounds. Contact the exhibit representative for more information (530)378-6789. Payment for insurance through the Fairgrounds must be in the form of a cashier's check or money order payable to CFSA. The certificate or payment for Special Events Insurance must be in the Fairgrounds administration office at least thirty (30) days prior to the event. There will be a \$10 service fee for any payments made with cash or personal check.

ALCOHOL SALES: Any Renter planning to sell alcoholic beverages must obtain a valid liquor license from the Department of Alcoholic Beverage Control in Redding. As a general rule, any time money is collected by the Renter and, in turn, the Renter provides alcoholic beverages, a liquor license is needed. All businesses/organizations selling alcohol must have liquor liability insurance. During the function, the license must be posted at the bar serving area. Sales include:

- Direct sales of alcoholic beverages
- Selling of drink tickets to exchange for alcoholic beverages
- Including alcoholic beverages in the price of a ticket for the function (dinner ticket, dance ticket, etc.)

A letter issued by the Fairgrounds giving permission to sell alcoholic beverages is needed by the server prior to making application to the Department of Alcoholic Beverage Control. Alcohol service must stop at least 1 hour prior to show closing or 11:00 PM whichever is earlier. No beverages of any kind may be served in glass bottles or in cans; beverages must be poured into paper or plastic cups before being served.

No alcohol is to be served or sold at any minor oriented events (under 21 years of age)

DECORATING: Pursuant to State Fire Marshal regulations, all decorating materials must be flameproof. Candles (lighted or not) may not be used as part of the decoration. **Decorations may not be attached to the buildings by using nails, staples, tacks, duck tape or cellophane tape. ONLY masking tape or blue painter's tape is permitted.** Fairgrounds owned equipment (i.e. ladders, shovels) will not be loaned to promoter. Promoter must bring their own equipment.

DELIVERIES/SHIPMENTS: Shipments should be scheduled to arrive at the fairgrounds no earlier than the first day of occupancy. The Fairgrounds will not accept deliveries unless arrangements are made in advance. All deliveries sent to the fairgrounds must be clearly marked with the name of the event and building. Any freight or packages left for pick-up and shipment after the show must be arranged in advance with Fairgrounds management.

ELECTRICAL USAGE: In the event of an electrical energy shortage whereby the public utility company deems it necessary to reduce, cut or rotate electrical services to the Fairgrounds, the Fairgrounds shall not be liable for any losses suffered by Renter due to the power shortage. In the

event that water, gas or electricity is cut off due to circumstances beyond the Fairgrounds' control, the Fairgrounds shall not be liable for any losses suffered by Renter.

During non-show (set up) hours, Management will require conservation of energy; a minimum number of lights will be turned on. The Renter is required to provide their own extension cords to connect the Fairgrounds' electrical outlets. Extension cords shall be rated 15 amps minimum and contain ground wire. Cords not meeting these requirements shall be confiscated for the duration of the event. Electrical cords will not be permitted to run freely across any public access way including aisle ways and roadways; they may be secured with tape. Electrical installations shall be in conformance with government agency building code. The Fairgrounds personnel or Fairgrounds designated electrician must perform all electrical work on the grounds. An electrician is available upon request at the expense of the Renter. The Fairgrounds may require an electrician to be present at the Renter's expense, where extra ordinary electrical demand is present. A minimum of 4 hour commitment is required.

FIRE SAFETY STANDARDS: The State Fire Marshal shall be advised of large events at least 30 days prior to an exhibit or show. Any permits or charges will be the responsibility of the Renter. A fire permit may be required for any of the following:

- Use of canvas tents or other similar fabric enclosures of overhead cover by 10 or more persons for any purpose.
- Demonstration of operation of any heat producing device or sources of ignition, including but not limited to: heaters, stoves, barbecues, candles, torches, lanterns, internal combustion engines, any other open flame device.
- Display demonstration or operation of any electrical, chemical or mechanical enclosure or overhead cover.

All motor vehicles on display shall have battery cables disconnected and taped. Fuel tanks must not be more than $\frac{3}{4}$ full and provided with locked caps or sealed in a manner approved by the State Fire Marshal. Wheel locks may be required.

Floor plans (if required) shall be submitted to the Fairgrounds for approval at least 30 days prior to the opening of the event. Copies may be forwarded to the State Fire Marshal. Plans shall indicate the dimension of all aisles, exits, exhibits, booths, tables and displays & a brief description of the event. The event may not open without an approved floor plan on file.

- Aisles must be eight feet in width and must be kept clear at all times
- A 20 foot clearance is to be maintained at all illuminated exit doors
- No chairs are allowed in the aisles
- All exit doors shall be able to be opened from the inside without any special effort or knowledge
- All locks and chains shall be removed during public hours
- Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, fire extinguishers, and electrical panel locations must remain accessible and not be concealed by any exhibit or decorative material.

- Every building, tent or enclosure and every exhibitor booth therein shall be maintained in a neat and orderly manner, free from any condition which would contribute to the rapid spread of fire.
- All combustible waste material and rubbish within the building shall be stored in approved containers.
- All waste shall be emptied at the close of each day into approved containers outside.
- Waste material and rubbish containers located outside of buildings shall not block exit passageways or fire lanes, nor shall they be located where an external fire hazard to any building or structure is created.

FIRST AID SERVICES: The Fairgrounds may require the promoter to provide first aid services at the Renter's expense. The company providing such services must be licensed and provide a certificate of insurance to the Fairgrounds. All injuries must be reported immediately to Fairgrounds personnel. The Renter must report the name of the injured individual type of injury, location of injury and a description of how the injury occurred.

FOOD & BEVERAGE SALES: The Fairgrounds reserves the right to retain all food and beverage concessions. Renter will be charged for all food and beverage stands at a rate of \$50/day/stand, Alcohol/beer stands will be charged \$100/day/stand. The Fairgrounds has various vending machines located on the grounds and in the grandstands. These vending machines will be fully operational during all events. Under no circumstances may a Renter cover, unplug, or disable in any way these machines at any time. No beverages of any kind may be served in glass bottles or in cans; all beverages must be poured into paper or plastic cups before being served.

A food facility serving to the public shall not be allowed to open for business without a valid permit from Shasta County Environmental Health. Food means any raw or processed substance, ice, beverage, including water, or ingredient intended to be used as food, drink confection or condiment. All grease and cooking oil must be dumped in grease bins. A disposal fee may be charged for grease left on the grounds. No grease or cooking oil is to be placed in any sewer or plumbing receptacles. A permit is required for any cooking demonstrators, cookware dealers, or health demonstrations serving to the public. It is the responsibility of the Renter to ensure all vendors have the proper permits. An application for a food facility permit must be requested through:

**Shasta County Environmental Health
1855 Placer Street
Redding CA 96001
530-225-5413**

GAMES OF CHANCE: Games of chance are permitted ONLY if the activity is NOT played for profit. A "raffle" or "free drawing" must be referred to as an "opportunity drawing".

KEYS: Keys to the facility will not be made available to all Renters. Keys are not generally distributed, however, management at its discretion, may issue keys to Renters. If keys are issued a \$25.00 deposit will be required. When all keys are returned, the \$25.00 deposit will be refunded. \$10 will be assessed for each key not returned.

MAINTENANCE PERSONNEL: Maintenance personnel will be on duty between 8:00 AM & 5:00 PM weekdays and 7:00 AM & 3:30 PM on the weekends. They will be available to assist the Renter in the following manner:

- Assist Renter in opening & closing gates & buildings at specified times (*only when Renter is on site and contract is complete*)
- Ensure trash cans are emptied (*Renter may be required to assist with trash removal at the discretion of management, an additional fee may apply for multi-day shows*)
- Maintain and stock restrooms (*an additional fee applies for large multi-day shows*)
- Trouble-shoot any problems associated with the facility (*i.e., electrical, lighting, sewer & water*)
- Work with Renter to ensure vehicles are off the grounds 1 hour prior to opening of show
- Operate forklift for renter (prior arrangement must be made and additional fee charged)
- Fairgrounds personnel will not be available to assist exhibitors, this is the Renters responsibility

NATURAL DISASTER/EMERGENCY RESPONSE FACILITY: The Fairgrounds is an emergency response facility. Should an emergency response team occupy the facility at the time of your event; every effort will be made to accommodate all scheduled events. It may be necessary to move an event to a different location.

PARKING LOTS and ROADWAYS: Parking lots are available for event parking. The Fairgrounds retains all rights to charge a fee to park. Fees collected will be fully retained by the Fairgrounds unless Fair CEO has approved other agreements. Absolutely no parking will be permitted on the lawn area without permission from the Fairgrounds management. The only exception will be RV groups who have been placed in a designated area. Fairgrounds staff will be monitoring this with regularity.

PERMITS: All exhibitors/vendors must have a retail sales permit from the Board of Equalization. Renter agrees to pay promptly all sales, use, excise and any license fees required to be paid by Renter to any governmental authority. Renter may also be subject to a possessory interest tax and/or admission tax. Local sales tax must be allocated to the City of Anderson. Renter is solely responsible for payment of all license fees or royalties arising out of the use of any copyrighted or protected materials. The Fairgrounds has a copy of form EOB-530-B in our office for your convenience.

PHONES: Renters may request a phone hook-up or line installation. If additional work is required for multiple phone lines the Renter will be charged for the man-hours required. There will be a charge for phone hook-up/rental, line installation (if required), and for all calls made.

- Phone hook-up/rental - \$25.00/line
- Phone line installation - \$50.00/man hour
- Phone calls will be charged at the following rates:
 - 800 numbers free
 - Local calls \$.03/minute
 - Local toll calls \$.05/minute
 - Long distance \$.07/minute
- 900 and International numbers are **not** accessible

PUBLIC ADDRESS SYSTEM: There is a public address system in each building and throughout the Fairgrounds. A \$25.00 rental fee will be charged for the system, which will include one (1) microphone. Additional microphones are available for \$8.00/each. Renters must use the microphones provided by the Fairgrounds with this system; other microphones are not compatible. This system is strictly for public address, all bands and vocal performers will need to bring their own systems.

RV PARKING: The Fairgrounds has 94 hook ups with water and power. We also have 2 dump stations. Limited overnight RV parking is permitted in conjunction with interim events, and is available on a first come first serve basis. Reservations will be taken in advance if the proper registration form is completed along with full payment for RV space. Parking RVs is restricted to an assigned area. Renter may choose to pay \$20/RV/night in conjunction with the event or have RV parking fees collected by Fairgrounds personnel. The Fairgrounds will record license number of any “uncollectible” for presentation to Renter. Renter is responsible for and will be billed for all RV fees not collected in advance. Renter will be responsible for any damages caused by RV parking in conjunction with their event.

- RV parking with hookup \$20.00/day/RV
- RV/camping without hookup \$10.00/day/RV

OVERNIGHT SECURITY: Renter must make arrangements to provide their own overnight security if necessary. With the assistance of the Renter, Fairgrounds staff will ensure all buildings and gates are locked at the close of all shows. Overnight security will not have access to buildings without prior written notice from the Renter.

SIGNAGE: All advertising space on Fairgrounds premises is the exclusive property of the Fairgrounds. Renter must obtain prior approval before hanging any banners/signs on the Fairgrounds. The Renter is responsible for placement of banners/signs and must follow Fairgrounds guidelines for location and installation methods. The use of adhesive tape or any kind of staple for the attachment of banners/signs to any non-designated signage location is strictly prohibited. Banners/signs put up without prior permission will be removed at the Renter’s expense. The Renter must remove all banners/signs immediately after the event or labor charges for Fairgrounds staff will be charged. Any damage to Fairgrounds property due to the installation, display or removal of approved signage is the responsibility of the Renter.

SMOKING: The Fairgrounds is a state owned facility. Pursuant to State Ordinance, smoking is prohibited in any state owned building. This ordinance includes all buildings at the Fairgrounds, Pepsi stage area and in the Grandstands.

SOUND: Events held at the Fairgrounds must comply with sound standards as outlined in the agreement with the Fairgrounds and the City of Anderson. A summary of the sound standards is as follows:

- Sound Level Standards:
 - 55 dB(A) 7:00 AM – 10:30 PM Sunday – Thursday
 - 50 dB(A) 10:30 AM – 7:00 AM Sunday – Thursday

- 55 dB(A) 7:00 AM – 11:00 PM Friday – Saturday
- 50 dB(A) 11:00 PM – 7:00 AM Friday – Saturday

The sound level shall be measured in the residential neighborhood surrounding the Fairgrounds.

TENTS: All tents must be weighted. No stakes will be allowed unless approved in advance by the Fairgrounds personnel. The Fairgrounds maintenance supervisor must approve all tent locations in advance before any tents are erected. Any tents set up on asphalt must be secured using weighted buckets.

TRASH REMOVAL: All garbage must be placed in an appropriate container outside the building as provided by Fairgrounds. All cardboard must be broken down and piled next to the dumpster or it will be counted in the trash removal. Up to 5 cubic yards of trash removal will be included with the rental. Renter is expected to remove trash bags to the dumpster provided. Management may require an additional 30 yard dumpster at Renters expense.

VEHICLES: In all cases, parking lots and roadways will be under the exclusive direction of the Fairgrounds. The speed limit on the Fairgrounds is 5 mph. Driving is permitted on paved roadways only. All vehicles, forklifts, etc. that need to drive on the lawn **MUST** have prior authorization from Fairgrounds maintenance. Any lawn damage will be charged to Renter.

All motor driven vehicles such as mopeds, ATV's, and Golf carts must:

- Have prior written approval
- Provide proof of insurance and a copy of a valid driver's license in advance for approval
- Only authorized drivers shall operate the above vehicles on the grounds. Any violations will result in revocation of approval for use.
- All vehicles must comply with directions of Fairgrounds personnel and obey all Fairgrounds regulations
- Parking is restricted to specific areas set aside by the Fairgrounds
- Vehicles may not be parked in or around the buildings, except for unloading and loading
- Fire lanes shall be kept clear at all times
- Unloading shall be limited to 60 minutes per vehicle and will be monitored by Fairgrounds personnel
- All vehicles and trailers must be removed to the patron parking area immediately after unloading; the show will not be permitted to open to the public until no movement of vehicles is present.
- Vehicles will be allowed back on the Fairgrounds for loading once the show is officially closed to the public and vehicle traffic is no longer a danger to pedestrians
- The Fairgrounds is not responsible for theft or damage incurred to vehicles parked on the Fairgrounds
- No vehicles are allowed on the grounds when the public is present; this will be strictly enforced
- Bicycles, roller blades, skates, scooters, and skateboards are prohibited on the Fairgrounds

ANIMALS: Animals other than guide signal or service dogs are not permitted on the Fairgrounds or inside the buildings of events that are not animal related. When animals are used as part of the

event, handlers must be in full compliance with all applicable laws, ordinances, and regulations related to their humane treatment. All dogs kept by RV users shall never be permitted to roam; they must be penned or on a leash at all times. Persons responsible for animals on the Fairgrounds must use every precaution to insure the safety of the public. Anyone in violation of this policy will be asked to remove the animal from the Fairgrounds. Dog/pet owners will be responsible for picking up after their pets.

WEAPONS: Weapons including knives and firearms are prohibited on the Fairgrounds. Exhibitors participating in an organized gun show may have unloaded firearms within confines of their rented space.

CLEAN UP: The Renter is expected to leave premises in their pre-event condition; if additional cleaning is required the Renter will be charged at the rate of \$50.00/person/hour. The Renter may also be charged for more than 5 yards of trash left behind. In order to receive a full refund of security deposit there must not be any damaged or missing items in the building or outside area and the building/area must be cleaned by the following guidelines:

- Chairs & tables returned to cart
- Sweep floors
- Spot mop spills
- Remove all decorations
- Clean Kitchen, appliances & dishes (if applicable)
- Empty & Clean refrigerator
- Clean debris outside of building used
- Place all trash in trash barrels provided

The Fairgrounds is not responsible for any property left by the Renter, exhibitors, participants or the general public. If any materials are left after an event, the Fairgrounds will remove the item and the Renter will be charged any subsequent storage or removal at prevailing rates.

We find each event held here is unique and we review every option when creating an agreement of any sort. Be as thorough as possible when booking your event and we will do the best job possible to see to it that it is a successful one.

The information provided in this rental guide is for your convenience and it is not intended to be inclusive of all requirements nor is it intended to bind the Shasta District Fairground to any future policies. This information is subject to change.

SHASTA DISTRICT FAIR RENTAL RATES

Effective 04/01/05

LASSEN HALL

This building has swamp coolers and heat.

SIZE: 70' x 200' = 14,000 square feet

CAPACITY:

Assembly 1,800

Dinner 1,000

RENTAL RATE: \$700/day

TRINITY HALL

This building has swamp coolers and heat.

SIZE: 70' x 200' = 14,000 square feet

CAPACITY:

Assembly 1,800

Dinner 1,000

RENTAL RATE: \$700/day

SHASTA HALL

This building is heated and air conditioned with a dropped ceiling.

SIZE: 70' x 140' = 9,800 square feet

CAPACITY:

Assembly 1,000

Dinner 750

RENTAL RATE: \$825/day

FUSARO HALL

This building has a permanent stage, kitchen area, and office. This building is heated and air conditioned.

SIZE: 9,800 square feet

CAPACITY:

Assembly 800

Dinner 400

RENTAL RATE: \$850/day

EQUIPMENT PROVIDED: 14' x 28' x 24.5" Stage

FERREIRA HALL

(formerly the Cafeteria) AVAILABLE ON A LIMITED BASIS

SIZE: 3,500 square feet

CAPACITY: Assembly 300

Dinner 150

RENTAL RATE: \$90.00/hour

GRANDSTANDS

TRACK 3/8 mile asphalt
SEATING CAPACITY 3,000
RENTAL RATE: \$2,000/day
The Fairgrounds retains all food concession and alcohol beverage rights.

HORSE ARENA

SIZE: 160' x 320'= 51,200 square feet
RENTAL RATE: \$450/day

CENTRAL STAGE (stage area only)

SIZE: 24' x 12' x 3'
SEATING CAPACITY: 300
RENTAL RATE: \$475/day

CENTRAL STAGE (stage and adjacent lawn areas)

SIZE: 24' x 12' x 3'
SEATING CAPACITY: 300
RENTAL RATE: \$700/day

CARNIVAL LOT – NON CONCERT EVENT

SIZE: 200,000 Sq. feet
RENTAL RATE \$1000.00//Day

CARNIVAL LOT – CONCERTS

SIZE: 200,000 Sq. feet
0001-1500 attendees \$1,500/day
1501-3000 attendees \$2,000/day
3001-5000 attendees \$2,500/day
5000 + attendees \$3,000/day

Special provisions set forth by Fairground Management including, Security requirements, concession fees, etc., will apply

OTHER RENTAL RATES

Covered Livestock Barns \$250/day
Gazebo Lawn Area (includes BBQ pit) \$200/day
BBQ Pit (Permanent) \$75/day
Concession Stand \$50/day
The Farm Area \$250/day
Complete Grounds Negotiable

Fair management reserves the right to negotiate rates depending on areas used and number of days in rental.

Set-up personnel	\$200 (min. charge for up to 4 man hours)
Clean-up personnel	\$300 (min. charge for up to 6 man hours)
Ticket Booths- Permanent	\$25.00/day
Ticket Booths- Temporary	\$25.00/day
Portable Bleachers (1 set seats 50)	\$50/set/day
Portable Bleachers (1 set seats 75)	\$75.00/set/day
Fork Lift service	\$75/hour
Tractor service	\$75/hour
Trash removal	\$10/yard after first five yards
After Hours Fair Personnel	\$100/hour
Phone Hook-up/Rental	\$25/line + calls
Phone Line installation	\$50/hour
P.A. System Hook-up (includes 1 microphone)	\$25
Additional Microphones	\$8.00/microphone

RV STORAGE

Covered and secured RV storage space is available year around (except June) for a fee of \$2.50 - \$3.50/foot/month. Please call our office for more information.

PLEASE NOTE: under no circumstances will ladders, shovels, or other tools belonging to the Shasta District Fairgrounds be loaned to promoters.

The CEO may, at his/her discretion negotiate rates. Every effort will be made by the CEO and the Board to insure that rental rates remain fair, but also that all interim use of the Fairgrounds shall be profitable for the Fairgrounds.

ALL PRICES ARE SUBJECT TO CHANGE.

INSURANCE REQUIREMENTS

I. Evidence of Coverage

The contractor/renter shall provide a signed original evidence of coverage form for the term of the agreement protecting the legal liability of the State of California, District Agricultural Associations, County Fairs, Counties in which County Fairs are located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fairs, or California Exposition and State Fair, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract. This may be provided by:

A. Insurance Certificate - The contractor/renter provides the fair with a signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. List as the Additional Insured: "That the State of California, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fair, or California Exposition and State Fair, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."
2. Dates: The dates of inception and expiration of the insurance. **For individual events, the specific event dates must be listed, along with all set-up and tear down dates.**
3. Coverages:
 - a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG 0001. Limits shall be not less than \$5,000,000 per occurrence for Fairtime Carnival Rides; \$3,000,000 per occurrence for Motorized Events All Types except arena or track motorcycle racing and go-cart racing; \$3,000,000 per occurrence for Rodeo Events all types **with a paid gate** and any Rough Stock events; \$2,000,000 per occurrence for Rodeo Events All Types **without a paid gate** and with any Rough Stock events; \$1,000,000 per occurrence for Rodeo Events All Types **without** any Rough Stock Events; \$2,000,000 per occurrence for Interim Carnival Rides, Fairtime Kiddie Carnival Rides of up to 6 rides, Concerts with over 5,000 attendees, Rave Type Events All Types, Mechanical Bulls, Extreme Attractions All Types, Orbitrons, Simulators, and Motorized Events of arena or track motorcycle racing and go-cart racing; \$1,000,000 per occurrence for all other contracts for which liability insurance (and liquor liability, if applicable) is required.
 - b. Automobile Liability - Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form # CA 0001, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.
 - c. Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter's employees, as required by law.
 - d. Medical Malpractice - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.
 - e. Liquor Liability - Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving the sale of alcoholic beverages.
4. Cancellation Notice: A statement by the insurance company that it will not cancel or reduce the limits or coverages of said policy or policies without giving 30 days prior written notice to the named certificate holder.
5. Certificate Holder:
 - For Individual Events Only - Fair, along with fair=s address, is listed as the certificate holder.
 - For Master Insurance Certificates Only - California Fair Services Authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.

6. Insurance Company: The company providing insurance coverage must be acceptable to the California Department of Insurance.
7. Insured: The contractor/renter must be specifically listed as the Insured.

OR

- B. CFSA Special Events Program - The contractor/renter obtains liability protection through the California Fair Services Authority (CFSA) Special Events Program, when applicable.

OR

- C. Master Certificates - A current master certificate of insurance for the contractor/renter has been approved by and is on file with California Fair Services Authority (CFSA).

OR

- D. Self-Insurance - The contractor/renter is self-insured and acceptable evidence of self-insurance has been approved by California Fair Services Authority (CFSA).

II. General Provisions

1. Maintenance of Coverage - The contractor/renter agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice and/or liquor liability, if applicable) insurance coverage herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this contract, contractor/renter agrees to provide the fair, prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of California Fair Services Authority, and contractor/renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the contractor/renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by contractor/renter and terminate this contract; (2) withhold all payments due to contractor/renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to contractor/renter under the terms of this contract.
2. Primary Coverage - The contractor/renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.
3. Contractor's Responsibility - Nothing herein shall be construed as limiting in any way the extent to which contractor/renter may be held responsible for damages resulting from contractor/renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve contractor/renter of liability in excess of such minimum coverage, nor shall it preclude the fair from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to contractor/renter's indemnity obligations.
4. Certified Copies of Policies - Upon request by fair, contractor/renter shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy. Fairtime Carnival Ride contractors must submit copies of actual liability insurance policies, certified by an underwriter, to California Fair Services Authority (CFSA).

III. Participant Waivers

For hazardous participant events, the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter. Hazardous participant events include but are not limited to any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority at (916) 921-2213 for further information.



Interim Rental Request

Please read all of the Shasta District Fairgrounds rental policies before you complete this rental request

Please Print

Contractor/Renter:

Contact Name: _____ Title: _____

Name of Person

Authorized to sign Contract _____ Title: _____

Please Print

Address: _____

Daytime phone: _____ Evening phone _____

Cell Phone: _____ Fax: _____

Website: _____ E-mail: _____

Type of Event: _____ Estimated Attendance: _____

Building/area requested: _____ Date requested: _____

Is the event open to the public? _____ Are you charging admission? _____

Will you be serving alcohol? _____ will you be selling alcohol? _____

Who will be handling/selling the alcohol for you? _____

What time is your event scheduled for? _____

When do you plan on setting up? _____

I herby acknowledge that I have read and understand the rental policies of the Shasta District Fair and agree to abide by them as they will be incorporated into my contract..

Signed: _____ Date: _____

<i>For Office Use Only</i>	
Deposit Paid _____	Contract # _____
Deposit Receipt # _____	
Notes regarding contract _____	
