

34<sup>th</sup> District Agricultural Association  
Modoc District Fairgrounds  
P.O Box 26 Cedarville, CA  
Phone: 530-279-2315 Fax: 530-279-2555  
Website: [www.modocfair.com](http://www.modocfair.com)

## Facility Rental Application

Thank you for choosing the fairgrounds for your event. Please complete this application and read Exhibit "B" carefully. All rates are subject to change without notice.

Name of Renter: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person to Sign Contract: \_\_\_\_\_ Contract Phone #: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Description of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_

See attached schedule.

Set up Date(s): \_\_\_\_\_ Set up Hours: \_\_\_\_\_ to \_\_\_\_\_ Date facilities to be clean by: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Alcohol Sold: \_\_\_\_\_ ABC Permit Applied: \_\_\_\_\_ Alcohol Served/Consumed: \_\_\_\_\_  
(Yes or No) (Yes or No) (Yes or No)

### Building(s) Requested for Rental:

**Four Season's Building:** Please select from the following options:

\$200 Main Hall/Kitchen/Restrooms  \$150 Main Hall & Restrooms Only (w/o Kitchen)  \$100 Kitchen & Restroom Only

\$150 Dance Hall Building  \$150 Commercial Building  \$125 Junior Building  \$125 Barn Dance Hall Building

Note: Rental Price includes the use of unlimited number of tables and chairs at no additional cost. If more than one rental event is occurring at the fairgrounds at the same time, the first event booked will have first choice of the tables and chairs. If there are not enough tables and chairs for the second event, it will be the renter's responsibility to provide the tables and chairs for their event. The fair will not be responsible for providing the tables and chairs. No glass beverage containers allowed.

**Arena Rental Facilities Requested:** Please select from the following options:

\$750 Arena Event (Includes pens, main grandstand, restrooms)  \$100 Arena (Non-Event Activity)

\$50 Arena Lights (Plus \$12 per hour additional fee when lights are left on after 11pm)

**Concession Stand Rental Facilities Requested:** Please select from the following options:

\$50 Arena Concession Stand (Hitchin' Post)  \$50 Grandstand Concession Stand

**Lawn Area Rental Facilities Requested:** Please select from the following options:

\$50 Pit BBQ/Lawn Area  \$50 Carnival Lawn Area  \$50 Livestock Lawn Area  Softball Field

**Stall Rental Facilities Requested:** Please select from the following options:

\$20/night Horse Stalls  \$20/night Beef Barn Stalls  \$10/night Sheep/Swine Barn pen

### Other Items Requested

Pit Barbecue: \$35/per day of use  4' x 8' Lattice Panels (for indoor use only @ \$4 each) \_\_\_\_\_ Number requested

Outdoor Items:  Picnic Tables/\$10

**Additional Rental Fees:** Charges below are **additional** to the rental fee. Please complete.

1. **Set-up/Cleanup:** Setup includes one day prior to event. Cleanup must be completed the day following the event by 12 noon. If set-up and cleanup requires more than one day, there will be a \$25 per day fee.

2. **Garbage Fees: REQUIRED / NO EXCEPTIONS** - Each rental will be charged a fee for garbage service. (Rate determined by attendance level)

\$15 for 100 or less attendees  \$30 for 101-250 attendees  \$50 for 251-500 attendees  \$75 for 500-750 attendees

**Tables & Chairs Requested:** Please complete.

Folding Chairs \_\_\_\_\_ Amount requested

Rectangular Banquet Tables \_\_\_\_\_ Amount requested

**Keys Requested:** One set of keys will be issued to the renter.

**Event Deposits:**

In order to reserve a date for your event, the renter must provide a holding deposit of \$50.00 to secure a rental date. This amount will be applied to the rental fee.

**Insurance Requirements:**

The State of California requires every user of a fairground facility to provide liability insurance coverage. You may provide a certificate of insurance which meets the criteria as specified in the contract or purchase it through the fairgrounds from California Fairs Service Authority.

- Providing own insurance certificate. Fairgrounds must be included as an additional insured on the insurance certificate.
- Purchasing insurance through Fairgrounds (rate per day by attendance):  
Attendance:    Under 100      101-500      501-1,500      1,501-3,000      3,001-5,000      Over 5,000  
Insurance Cost:   \$70            \$110            \$165            \$235            \$310            Ask for quote

**Clean-up Options Offered by Fairgrounds:**

To take-down and put away all tables and chairs and other items used for the rental belonging to the fairgrounds. To clean the restrooms and kitchen. To sweep and/or mop all floors. Renter is responsible for take-down, cleanup and removal of any personally owned decorations and materials. Renter will be charged \$40.00 per man hour with a minimum of \$200.00 if clean-up option is request. Cleanup Option Requested:

- Full Cleanup - \$200.00 minimum
- Final Mopping only - \$40.00 per man hour

**I have carefully read this application and "Rules for Fairgrounds Facilities (Exhibit B)" which will be made as an attachments to my contract. By my signature below I agree to all conditions stated in this application and "Rules for Fairgrounds Facilities (Exhibit B)."**

\_\_\_\_\_  
(Signature of Renter)

\_\_\_\_\_  
(Date)

**Payments Received (For Fair Use Only)**

	Amount	Rect. #	Amount	Rect. #	Amount	Rect. #
Damage/Cleaning/Security Deposit						
Rental Holding Deposit						
Rental Fee Balance						
Insurance						
Garbage						
Other						

## FACILITY RENTAL RULES

1. **Holding Deposit:** A non-refundable holding deposit fee of \$50 must be paid in order for the event to be scheduled on the fair's rental event calendar. No events will be scheduled until the renter pays the \$50 non-refundable holding deposit. The \$50 holding deposit fee will be credited towards the rental fee.
2. **Damage/Cleaning/Security Deposit:** For all events a deposit of \$200 is required prior to the event. For multiple day rental events, the deposit fee will be determined by the fair management. The Individual or organization granted use of the facilities will be held responsible for any damage, failure to clean, loss of or to the property caused by such use or flagrant violation of any other condition of the Rental Agreement. If any of these circumstances occur, any or all of the deposit will be withheld for such at the discretion of the fair management. Additional expenses will be deducted from the deposit. The damage/cleaning/security deposit will be returned after approval of the next scheduled board meeting following the event.
3. **Additional Charges:** The Fair Association will deduct any and all additional expenses from the Damage/Cleaning/Security Deposit.
4. **Selling of Alcohol:** All events held at the fairgrounds that are selling alcohol are required to have a valid ABC permit. The renter is solely responsible for applying for and providing the fairgrounds a copy of the approved ABC Permit prior to the event. The fee for the permit is \$25. Call the ABC Redding Office at 530-224-4830 for more information and instructions on how to apply for the permit. The approval process for an ABC permit can take up to 3 weeks, so please plan accordingly. The fair association is not responsible for the ABC permit process. Application is available at <http://www.abc.ca.gov/Forms/PDFSp.html>
5. **Payment / Keys:** **All fees must be paid in full no later than 7 days prior to the event.** This includes the Damage/Cleaning/Security deposit, rental fees and insurance fees (if purchasing). Keys will not be given out until all rental fees have been paid, including the deposit; an executed contract and an insurance certificate (if applicable) are on file. \$50.00 per set will be charged for keys not returned within 48 hours of event. Payment of the deposit must be made by cash or cashier's check/money order. Payment for rental and insurance fees may be made by cash, cashier's check/money order, personal check or credit card. **ALL FEES MUST BE PAID IN FULL 7 DAYS PRIOR TO THE EVENT DATE.**
6. **Curfew:** The curfew for all events is 12:00 Midnight. Absolutely no exceptions and no time extension requests.
7. **Weapons:** Weapons are not permitted on the fairgrounds except as provided by law (Penal Code Section 171b).
8. **Equipment Usage:** Under no circumstances will any Fair equipment, utensils or any other property be removed from the premises. Under no circumstances will the fair allow the usage of any type of ladder owned by the fair association for usage by the renter. **NO EXCEPTIONS!**
9. **Outdoor Lights:** For the safety of your guests, outdoor lights must be used for night-time events.
10. **Cleaning Responsibilities:** The renter is responsible for all set up and clean up of the facility. Setup includes one day prior to event. Cleanup must be completed the day following the event by 12 noon. If set-up and cleanup requires more than one day, there will be a \$25 per day fee. All equipment, such as tables and chairs, set up by the renter are to be returned to the storage racks in a neat and orderly fashion. If chair and table carts are not being left in the building during event, renter is responsible for removing and replacing them. Place racks only on solid surfaces such as pavement or sidewalk. Do not put racks out onto the lawn — if wheels hit a soft surface, they will fall off. Care is requested in handling all equipment. Any liquid spills should be wiped up as quickly as possible. The areas used by the renter are to be dust mopped and wet spot mopped with mops furnished by the Fair Association. Leave kitchen clean and flush all toilets. All decorations, props, etc. must be removed from the facility at the time of cleaning. Empty all smaller garbage containers into waste barrels and waste barrels into outside dumpster(s). All cardboard is to be broken down before being placed in the dumpster. Lights (indoor and out), heater thermostats and oven/stove settings all need to be returned to initial settings or off. If you are using outdoors lights, be sure to turn that breaker off. Should any unnecessary electricity (i.e. lights not turned off) or heat be used the renter will be charged for such use. In the event that any additional cleaning, removal of decorations or re-organization of tables and chairs is required it will be performed by the fair staff and charged \$40/per man hour. These fees will be deducted from the Damage/Cleaning/Security Deposit.