

The Rental Process

We're glad you've decided to rent a Fairgrounds facility for your event and we want everything to go as planned. Please review this handout so that you'll understand the process from start to finish.

1. After you've determined the date and location of your event, you'll need to turn in a Reservation Request form along with your deposit. On the form, you'll be asked the times of your event as well as when you plan to come set-up. Both times are important so that we will have everything in the building for you when you arrive and so that we can plan the staffing needed for your event if necessary. You'll also be asked about equipment needed for your event. Some buildings come with set amount of tables and chairs that you can add to for an additional charge while others require all equipment be ordered (either from us or a rental supply company).
2. After your Reservation Request form and deposit are received, an Agreement will be created. You'll receive two copies of the Agreement— one is your (Client) copy while the other needs to be signed and returned to the Fairgrounds prior to your event along with proof of liability coverage.
3. Your invoice, found on the last page of the Agreement, can be paid by installments or all at once but must be paid prior to your event.
4. If you need to add or subtract from your equipment order, you will need to let us know two days prior to your event.
5. You will need to pick-up the key or keys to the building you have rented no more than two days prior to your event. When you come pick up the key. This is a good time to review your Reservation with us to make sure everything will be ready for you when you arrive to set-up your event. If you are hiring us to set-up your event, we will need a lay-out at least two days prior to your event.
6. Finally, the day comes for your event and we hope you have a wonderful time. If your event has either amplified music and or alcohol, our staff person will check in with you during your event to ensure everything is going well and if necessary to ask you to turn down the bass or volume of the music or address issues that may have come up due to guests' behavior.
7. After your event is over, it's time to clean-up. In your Agreement, you are given a checklist of cleaning duties. Events must end by midnight but you and your clean-up crew may remain as late as 12:30 AM to clean-up. If your event ends after dark, it's a good idea to come back in daylight to check the outside of the building and parking area for trash that your guests may have left. Clean-up must be completed by 6AM of the day after your event unless otherwise specified. The amount of your deposit that is refunded to you is determined by how well you have cleaned up assuming no damages to the building or Fairgrounds property have occurred.
8. The County Finance Department will mail your deposit, minus any charges in the form of a check. Checks should be mailed the Friday of the week following your event.