

LOGAN COUNTY FAIRGROUNDS FACILITY RENTAL FORM

1120 Pawnee Avenue, Sterling CO 80751

Phone: (970) 522-0554 or Email: charless@logancountyco.gov

EVENT CONTACT INFORMATION

Date(s) of Event:			
Event Name:			
Contact Name:	Set-Up Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Phone:	Start date/time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Email:	Finish date/time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Address: (physical)			
Mailing Address:			
Notes:			

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Date(s) of Event:		Setup date/time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Event Name:		Start date/time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
		Finish time:	<input type="checkbox"/> AM <input type="checkbox"/> PM

Check box for facilities requested: (Fee applies per day)		Resident ¹	Non-Resident ¹	Days		Total
<input type="checkbox"/> Stadium (includes grandstands, arena, chutes, pens & restrooms)	<input type="checkbox"/>	\$375	<input type="checkbox"/>	\$750	x	= \$
Ground work prior to or during event <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		=	\$
<input type="checkbox"/> Under Grandstands (<input type="checkbox"/> north end or <input type="checkbox"/> south end)	<input type="checkbox"/>	\$300	<input type="checkbox"/>	\$600	x	= \$
<input type="checkbox"/> North Arena (includes roping/bucking chutes)	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$150	x	= \$
Ground work prior to or during event <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		=	\$
<input type="checkbox"/> Arena or Stadium Livestock Pens Only	<input type="checkbox"/>	\$ 25	<input type="checkbox"/>	\$ 50	x	= \$
<input type="checkbox"/> Exhibit Center (includes arena, restrooms, meeting area)	<input type="checkbox"/>	\$375	<input type="checkbox"/>	\$750	x	= \$
Ground work prior to or during event <input type="checkbox"/> Pack floor <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		=	\$
<input type="checkbox"/> Kitchen Facility	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$200	x	= \$
<input type="checkbox"/> Mitchek Event Center	<input type="checkbox"/>	\$375	<input type="checkbox"/>	\$750	x	= \$
<input type="checkbox"/> Rodeo Pavilion	<input type="checkbox"/>	\$200	<input type="checkbox"/>	\$400	x	= \$
<input type="checkbox"/> Bingo Pavilion	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$200	x	= \$
<input type="checkbox"/> South Pavilion	<input type="checkbox"/>	\$200	<input type="checkbox"/>	\$400	x	= \$
<input type="checkbox"/> Cattle Pavilion.	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$200	x	= \$
<input type="checkbox"/> Parking Area (paved, includes electrical hook-ups).	<input type="checkbox"/>	\$125	<input type="checkbox"/>	\$250	x	= \$
<input type="checkbox"/> Camper Parking	<input type="checkbox"/>	\$ 20	<input type="checkbox"/>	\$ 20	x	= \$
<input type="checkbox"/> Horse Stalls ² (renter cleans stalls/fee per horse)	<input type="checkbox"/>	\$ 15	<input type="checkbox"/>	\$ 15	x	= \$
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		x	= \$

Facility Rental \$
Subtotal :

	Resident	Non-Resident	
Reservation Fee – Non-refundable and due at time of scheduling. The reservation fee is applied toward rental fee.	<input type="checkbox"/> \$100	<input type="checkbox"/> \$500	= \$
Remaining Due 30 days PRIOR to event:			= \$
Cleaning/Damage Deposit - due 30 days prior to use (please use separate check)	<input type="checkbox"/> \$500	<input type="checkbox"/> \$750	= \$
Will Alcohol be Served/Sold at this event? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If Yes, ticketed events REQUIRE Special Event Liquor Permit.	Evidence of Liability Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Event Liquor Permit required <input type="checkbox"/> Yes <input type="checkbox"/> No	Date documents rec'd:		

Comments or Special Instructions:

Commissioner Approval:	
Commissioner:	Date:
Commissioner:	Date:
Commissioner:	Date:

1 The Board of County Commissioners reserves the right not to lease any portion or all the fairgrounds to any organization which it deems, in its sole discretion, to be in direct and adverse competition to the Logan County merchants or is otherwise detrimental to Logan County citizens.
2 College has precedence during school year, may use north arena pens in place of stalls. Same fee applies per horse.

Buildings & Grounds Supervisor:	Date:
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1. Use of all facilities shall be scheduled through the appropriate office of Logan County. **A non-refundable reservation fee per event must be paid when each event is scheduled.** Reservations are not confirmed until a completed contract is approved, and the reservation fee is received. The reservation fee will apply to rental fee owed. The remainder of fees and cleaning/damage deposit must be submitted to the office no less than 30 days prior to the date scheduled. Failure to pay fees 30 days prior to the event may result in cancellation of facility use. Access to the facilities at any time other than stated on this form is not allowed unless prior approval is received from Logan County. Contact if needed: Buildings & Grounds Supervisor, 970-520-9919; Or On-Call Staff, 970-520-9917.
 2. Absolutely no drilling of holes or stakes in the arenas will be allowed without the direct supervision of fairgrounds personnel. Stakes are not allowed to be used on the asphalt parking areas.
 3. Scheduling of activities shall be made in the name of one individual who must, as a condition of use: accept responsibility for the program; assure that the facilities are used for the purpose for which they are scheduled; reimburse the County for damage to property or facilities including excessive clean-up cost that may occur in connection with the event; assure payment, in full, of all charges for space and equipment requested; and ensure that all promotion and advertising of events involving the use of facilities shall identify the individual or group sponsor of the event.
 4. In case of cancellation, fees will be refunded less the reservation fee, if notice of cancellation is received 30 days prior to scheduled use. If your event is canceled due to inclement weather, you will be allowed to reschedule with no additional fees due. If your event needs to be re-scheduled for any other reason, you must pay an additional reservation fee.
 5. **Subleasing or charging additional fees to use the fairgrounds will not be permitted.**
 6. A cleaning/damage deposit is required of every user. The deposit may be refunded **within 30** days after your event, dependent upon satisfactory restoration of the facilities, furniture and fixtures to their condition before your use. All tables and chairs used must be accounted for. Tables and chairs may not be loaned out or removed from the premises for any purpose. **Please do not allow your guests or others to sit on tables!** The Board of County Commissioners reserves the right to withhold any part of the cleaning/damage deposit.
 7. If you require additional days for setup, you will be charged the standard rental rate for each additional day required.
Commercial users: If special setup/tear-down is required, standard facility use fees will be charged per day.
 8. **Dances shall end at 12:00 midnight, no exceptions.**
 9. **Alcohol is not allowed on the Fairgrounds at any time other than licensed events or private, invitation only events.** Private, invitation only, events may serve alcohol in strictly controlled areas. Alcoholic beverage consumption is restricted to underneath the grandstand or inside the Exhibit Center building at all times. Do not allow guests to take drinks into the restrooms or outside the controlled area. Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. All beverages must be served in cans or disposable cups only. Absolutely no glass bottles will be allowed.
 10. You must apply for a special events liquor license to sell alcohol at a public event. **You cannot sell tickets to an event** and “give away” alcohol. Colorado law restricts who is eligible to apply for a license.
 11. Campfires are prohibited on the fairgrounds.
 12. **Liability insurance is required for all events serving alcoholic beverages and certain “high risk” activities including but not limited to rodeos, tractor pulls, carnivals, circuses.** You may be able to obtain a rider on your homeowners’ policy or a policy may be obtained (at your cost) through this website: <https://gatherguard.com> (Apply Code 4994- 010.) **An insurance certificate, showing the “Board of County Commissioners of Logan County, Colorado, a body corporate and politic” as an additional insured must be provided to the County no later than 30 days prior to the event.**
 13. Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Section 13-21-119, Colo. Revised Statutes.
 14. Logan County assumes no responsibility for lost or stolen items. You are responsible for crowd control, personal safety, and building security for your event.
 15. **Falsified or misleading** information on this form may be cause for cancellation of this contract and forfeiture of cleaning/damage deposit and/or fees paid and may result in loss of future usage of the facility.
 16. Determination of the fees for use of the facilities shall be made by the Logan County Board of Commissioners in accordance with the fee schedule established and shall be agreed to by the authorized agent of the group at the time the reservation is confirmed.
 17. Unique events may require additional fees/charges and/or stipulations in addition to those shown. The Board of County Commissioners reserves the right to modify any of the above conditions on a case-by-case basis.
 18. RV parking is permitted with authorized use of fairgrounds facilities for events or for overnight parking for travelers passing through with livestock trailers containing living quarters. Additional fees apply for each RV space used. Electricity and water hookups are provided with each space. No sewer hookups, or other amenities are provided. All terms and conditions of the Fairgrounds Facility Use Agreement apply to the rental of RV spaces.
 19. The Board of County Commissioners reserves the right not to lease any portion or all of the fairgrounds to any person or organization which it deems, in its sole discretion, to be in direct and adverse competition to Logan County merchants or is otherwise detrimental to Logan County citizens.
- I have read and agree to abide by the above rules and conditions for the use of the Logan County Fairgrounds.**
-

Signed

Date

LOGAN COUNTY EQUIPMENT RENTAL

1120 Pawnee Avenue, Sterling CO 80751
Phone: (970) 522-0554 or Email: charless@logancountyco.gov

Date(s) of Event:	
Event Name:	

Equipment Requested:	Number Available	Price Per Item	Damage Deposit*	Number Needed	Days Needed	Total
Tables – 5’ Round**	36	\$5.00	\$50.00			
Tables – 8’ Rectangular	52	\$5.00	\$50.00			
Tables – Cocktail (bar height)	20	\$5.00	\$50.00			
Chairs (metal folding)	275	\$1.00	\$10.00			
Chairs (white plastic folding)**	288	\$1.00	\$10.00			
Twinkle Lights	1	\$50.00	\$50.00			
P.A. System	1	\$100.00	\$100.00			
Fans (large Round)	7	\$15.00	\$100.00			
Porta Cool Fans	2	\$25.00	\$1000.00			
Picnic Tables	6	\$15.00	\$200.00			
Aluminum Benches (16’)	50	\$5.00	\$50.00			
Bleacher Sections - Short (can be paired w/tall sections)	10	\$50.00	\$250.00			
Bleacher Sections (Tall) (Require short sections in front)	3	\$50.00	\$450.00			
Panels - Metal	60	\$3.00	\$50.00			
Panels – Wood 4’ x 12’	20	\$3.00	\$200.00			
Electric Eye	1	\$25.00	\$250.00			
Scale***	1	\$50.00	\$150.00			
Total Equipment Fees:						

Initials

Date

*Damage deposit due on equipment only if a damage deposit on the facility is not due.

** Available for Mitchek Event Center facility only.

*** Must have authorized operator.

Revised 10/31/2024

CLEANING / DAMAGE INSPECTION

Before Event -

Date Inspected: _____

Comments: _____

Key(s) check out: _____

Renter Signature

Buildings & Grounds Personnel

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After Event -

Date Inspected: _____

Comments: _____

Key(s) Returned: _____

Renter Signature

Buildings & Grounds Personnel